**Template A: Minutes of Meeting**

**MINUTES OF PROJECT MEETING**

**Date** : 16 August 2021

**Time** : 10:30am – 12:00pm

**Venue** : MS Teams Meeting

**Present** : Bhareth Rex Loganathan, Lee Weiyang

**Minuted by** : Lee Weiyang

**Vetted by** : Bhareth Rex Loganathan

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|  | **Items Discussed** | **Action By** |
| **1.** | - Presentation slides order  - Report order  - Review of Gantt chart  - Review of sprint items  - Project schedule  - Write up for company details  - Future improvements   * shopping cart * allow customers to create account so they can manage correspondence with company * provide password reset feature * allow user to change username and email |  |
| **2.** | To be done:   * Create presentation * Create report * Use presentation as skeleton for report |  |
| **5.** | Next meeting will be on 19th August 2021 |  |