**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   1. shopping cart 2. allow customers to create account so they can manage correspondence with company 3. provide password reset feature 4. allow user to change username and email |  |
| **2.** | To be done:   * Create presentation * Create report * Use presentation as skeleton for report |  |
| **3.** | Next meeting will be on 18th August 2021. |  |