**Template A: Minutes of Meeting**

**MINUTES OF PROJECT MEETING**

**Date** : 17 Sep 2021

**Time** : 6.00pm – 8:00pm

**Venue** : WhatsApp Meeting

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

**Minuted by** : Bhareth Rex Loganathan

**Vetted by** : Lee Weiyang

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|  | **Items Discussed** | **Action By** |
| **1.** | - Review of progress for about page  - Troubleshooting issues faced  - Testing to be done |  |
| **2.** | To be done:   * Pages to be delivered by 27th Sept 2021 * Manual testing script to be written |  |
| **5.** | Next meeting will be on 22nd September 2021. |  |