**Template A: Minutes of Meeting**

**MINUTES OF PROJECT MEETING**

**Date** : 18 August 2021

**Time** : 8.00pm – 11:00pm

**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 Presentation deadlines  - Review of Report order and items  - Review of Sprint items format  - Review of Project schedule  - Presentation slides |  |
| **2.** | To be done:   * Update Sprint Items and format accordingly. * Update Project Plan write-up. * Edit structure of Report. * Continue to update Report and Presentation Slides. |  |
| **5.** | Next meeting will be on 23rd August 2021 (Tentative) |  |