**Template A: Minutes of Meeting**

**MINUTES OF PROJECT MEETING**

**Date** : 2 August 2021

**Time** : 12pm – 2pm

**Venue** : Teams

**Present** : BHARETH REX LOGANATHAN, LEE WEIYANG

**Minuted by** : Lee Weiyang

**Vetted by** :

|  |  |  |
| --- | --- | --- |
|  | **Items Discussed** | **Action By** |
| **1.** | User story cards | Everyone to create user story cards |
| **2.** | Basic website functionalities | Everyone to create user story cards |
| **3.** |  |  |
| **4.** |  |  |
| **5.** | Next meeting will be on 5 Aug 2021 |  |