**Template A: Minutes of Meeting**

**MINUTES OF PROJECT MEETING**

**Date** : 23 August 2021

**Time** : 12:00pm to 2:00pm

**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.** | 1. Presentation slide order  2. Slides and report review | This column is to note down who will be doing the follow-up task listed under the Items Discussed column.  Blank if no action is required. |
| **2.** | To do:   1. Add items according to scheduled changes 2. Update design of report |  |
| **5.** | Next meeting will be on 25th August |  |