**Template A: Minutes of Meeting**

**MINUTES OF PROJECT MEETING**

**Date** : 26 August 2021

**Time** : 12pm 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 slides  2. Rehearsal for presentation  3. Product and user creation flows  4. Confirm sequence of slides  5. Update report based on yesterday’s briefing |  |
| **2.** | To do:   1. Update sprint charts for these 2 weeks 2. Review report and presentation for coherence, spelling errors and grammar 3. Add a Q&A slide. |  |
| **3.** | Next meeting on 30th August 2021. |  |