**Template A: Minutes of Meeting**

**MINUTES OF PROJECT MEETING**

**Date** : 30 August 2021

**Time** : 12.00pm – 3:00pm

**Venue** : WhatsApp Meeting

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

**Minuted by** : Bhareth Rex Loganathan

**Vetted by** : Lee Weiyang

|  |  |  |
| --- | --- | --- |
|  | **Items Discussed** | **Action By** |
| **1.** | - Review of Presentation slides  - Review of Sprint Chart  - Finalise Week 4 Report |  |
| **2.** | To be done:   * Add in comments and updates for Presentation slides. * Do final checking for Week 4 Report |  |
| **5.** | Next meeting will be on 31st August 202 |  |