**Template A: Minutes of Meeting**

**MINUTES OF PROJECT MEETING**

**Date** : 31 August 2021

**Time** : 12.00pm – 3:00pm

**Venue** : MS teams 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 Presentation order  - Presentation Practice |  |
| **2.** | To be done:   * Practice more for Presentation * Do final checking for Week 4 Report |  |
| **5.** | Next meeting will be on 1st September 2021. |  |