**Template A: Minutes of Meeting**

**MINUTES OF PROJECT MEETING**

**Date** : 4 August 2021

**Time** : 1:30pm to 2:56pm

**Venue** : WhatsApp Meeting

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

**Minuted by** : Lee Weiyang

**Vetted by** : Bhareth Rex Loganathan

|  |  |  |
| --- | --- | --- |
|  | **Items Discussed** | **Action By** |
| **1.** | What is to be done by next week:   1. Finalise core deliverables 2. Start on additional deliverables |  |
| **2.** | Scheduling:   1. Target to complete core and additional deliverables by week 3. 2. To start on report and presentation by end of week 3. |  |
| **3.** | Next meeting will be on 5th August 2021 with Mr Kenneth Lim. |  |