**Template A: Minutes of Meeting**

**MINUTES OF PROJECT MEETING**

**Date** : 8 October 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

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|  | **Items Discussed** | **Action By** |
| **1.** | - Review of Final Report  - Parts to present for Solution Design Presentation  - Solution Design Presentation Slides  - Bug Fixes |  |
| **2.** | To be done:   * To update Final Report as discussed * To update Presentation and slides as discussed * To practice presenting. |  |
| **3.** | Next meeting will be on 13th October 2021. |  |