**Squad Supervisor Meeting**

Minutes of meeting held in Prof Ying Jiu’s office on Monday, 14/01/2019 at 10am.

|  |  |  |
| --- | --- | --- |
| Present: | Hani ‘Aiman | Scribe |
|  | Nur Hazirah |  |
|  | Sravani |  |
|  | Wei En |  |
|  | Nurfarihin |  |
|  | Yiting |  |
| Absentees: |  |  |
| (with apologies) |  |
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| **S/N** | **Item** | **Action** |
| **1.** | **Apologies for absence** |  |
|  | All present |  |
| **2.** | **Introduction** |  |
|  | * Team shared what about the project and what both the application did |  |

Recorded by:

Sravani

Quality Assurance

14/01/2019

Confirmed by:

Hani ‘Aiman

Project Manager

14/01/2019