

## Meeting Minutes

22 Nov 2020, we had a Webex meeting between main group 1 to present the “Tech Geek” assignment. First of all, Lim Zheng Kai started the meeting with a greeting. All of the sub-group and main group members (8 persons) participated in this presentation meeting. Next, he started to explain the hard skills and soft skills to our members. At the end of the meeting, there was a Q&A session to answer our members’ question and confusion.

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Owner(s)	Action
1. WONG PEI SAN	<ul style="list-style-type: none"><li>❖ Explaining the definition of Tech Geek (a digital-technology enthusiast person who is too obsessed with technology)the</li><li>❖ Give a brief about the ways for employers to evaluate a Tech Geek employee. For example, Tech Geek is a excellent problem solver.</li></ul>
2. TING MOI YAO	<ul style="list-style-type: none"><li>❖ Illustrate the colleagues/friends’s opinion toward the Tech Geek.</li><li>❖ He expressed that he does not like to be called a Tech Geek</li></ul>
3. LIM ZHENG KAI	<ul style="list-style-type: none"><li>❖ Present the ways to improve Tech Geek’s value in workplace. For example, enhancing the communication skills and improving their soft skills.</li></ul>
4. LEE WAN FU	<ul style="list-style-type: none"><li>❖ They are the main participants in our meeting.</li></ul>
5. CHAZHI YE	<ul style="list-style-type: none"><li>❖ They were asking the sub-group some question during the Q&amp;A session.</li></ul>
6. HADIF	
7. SHAFIRA	
8. ANGWIN	