

**Minute Meeting- UHMT1012 (47) 2020/2020 SEM I**

**LEADERSHIP AND TEAMWORK SKILLS**

**Please attach this form with project report and write full meeting agenda for each meeting.**

No.	Group Members	Time Arrival with Signature	Time Finish with Signature	Group Meeting Agenda			Other Remarks e.g potential problems/ difficulties/limitations	
				Date: 21 Nov 2020 Time: 7.30pm		Who took the notes? Name: JONATHAN		Who is leading the discussion? Name: WONG PEI SAN
				No.	Agenda Items What are the things discussed at the meeting?	Who is talking/giving ideas?		What action needs to be taken? What do we need to bring?
1	WONG PEI SAN	7.25pm pei	8.02pm pei	1	Responsible to do the question 1 and 2. Designing the presentation slide	JONATHAN & LIM	Still in progress. There is few things need to add on and edit.	
2	JONATHAN TING MOI YAO	7.28pm ting	8.02pm ting	2	Responsible in doing question 3 and 4	WONG & LIM	Jonathan already complete his point with great explanation	
3	LIM ZHENG KAI	7.29pm lim	8.02pm lim	3	Responsible in doing the question 5	JONATHAN & WONG	Still ongoing, because after the discussion, we have added the definition of hard skills and soft skills to make the audience clearly understand the difference between these 2 words first.	
4				4				
5				5				