

E-SULAM |MINUTES MEETING

Meeting date | time 26 JUNE 2020 / 8.00-9.30a.m.

Meeting called by	Miss Aneshaa	Attendees
Type of meeting	CEPA Campaign Discussion	65239 Miss Syarifah Nurazra Kamelia Bt Wan Mohd Khairul
Meeting Location	Online Zoom Meeting	65166 Miss Pauline Poh Swee Ping
Facilitator	Dr. Showkat	64636 Miss Aneshaa Chandrasekaran
Note taker	Miss Zheresty	65279 Miss Zheresty zelly anak Salim
		65131 Miss Nurul Arinah awfiyah binti Sjaharudin
		65269 Miss Whitney Shetha Anak Bujang
		66379 Mr. Kho Swen Jack 66379
		65460 Mr. Antonio Choon Kiat Anak Niang
		67951 Mr. Tiong Yong Xiang 67951
		64811 Mr. Keith Isaac anak Noni@Boni
		64717 Miss Ester Maria

The meeting began at 8:00a.m. and was presided over by Ms Aneshaa

Previous Meeting	
Discussion : Come up a website	Presenter: Ms Aneshaa Ms Aneshaa proposed that the members should decide a domain website name and divide task among each other. Members expressed their ideas for the website and their individual task.
Decision	It was decided that the website to be named as “Less Plastic Challenge” by Mr. Kho. Tasks were given to members respectively. Miss Syarifah decided to target the community nearby the neighbourhood.
Action Items	Members will start searching contents regarding the website and begin to do their individual tasks.

Agenda Meeting: New Business	
Discussion : Follow up with the website content	Presenter: Ms Zheresty Ms Zheresty highlight that the website was created and contents have been uploaded by all the members. Ms Zheresty also outlined that the information was edited in the website. Members gave their opinions
Decision	It was decided that the website had been created by Miss Whitney and some more editing to fabricate website needed to be done. Members will follow up with current issue to update to website. Video containing types of waste and its management will be created by Mr. Kho, Mr Antonio and Mr. Tiong.
Action Items	Members will start searching contents regarding the website and begin to do their individual tasks. Members will follow up with current issue to update to website. Video containing types of waste and its management will be created.

Agenda for the Next Meeting	
Discussion: Prepare for next meeting	Presenter: Miss Zheresty Miss Zheresty suggested that the next meeting to be dated on 10 th July 2020 and stressed on the completion of individual task so that the website can be finalized.
Decision	Members decide the date for the next meeting.
Action Items	Members must complete their parts in the website, proof read the website, insert the evidence and brainstorm ways to advertise the website.
Next Meeting:	10 th July 2020.
Adjournment:	The meeting was adjourned at 9:30 a.m.

