|  |  |
| --- | --- |
| **DATE:** | Monday, September 11, 2017 |
| **TIME:** | 11:00 am |
| **LOCATION:** | SIM HQ BLK A |

**PROJECT MEETING MINUTES**

|  |  |
| --- | --- |
| **MEETING / PROJECT NAME:** | Meeting 6 |
| **MINUTES PREPARED BY:** | Durrah Afshan |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. MEETING OBJECTIVE** | | | | | | | | |
| Design app and website. | | | | | | | | |
| **2. ATTENDEES PRESENT** | | | | | | | | |
| **NAME** | | **Student ID** | | | **EMAIL** | | **PHONE** | |
| Abhi Jay Krishnan | | 5025448 | | | abhijay.krishnan@gmail.com | | 81638021 | |
| Durrah Afshan | | 5025916 | | | durrahafshan@gmail.com | | 96565187 | |
| Rivaldo Erawan | | 5026374 | | | rivaldo.erawan97@gmail.com | | 96565187 | |
| Kim Hyeoncheol | | 5026052 | | | effectmix@gmail.com | | 88087415 | |
| **3. ACTION ITEMS** | | | | | | | | |
| **ACTION** | | | | | **ACTION TO BE TAKEN BY** | | **DATE TO BE ACTIONED BY** | |
| Searched for website layouts.  Got a domain name  Started designing Website and app | | | | | Team | | 20th Sept 2017 | |
| **4. NEXT MEETING (if applicable)** | | | | | | | | |
| **DATE** | TBA | | **TIME** | TBA | | **LOCATION** | | TBA |
| **OBJECTIVE** | TBA | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **SUBMITTED BY:** | Abhi Jay Krishnan | **APPROVED BY:** | Durrah Afshan |
|  |  |  | Rivaldo Erawan |
|  |  |  | Kim Hyeoncheol |