

Minute 1

Date:	5 March 2013
Time:	SMU – 4.10pm, ITU – 9.10am
Attendees:	<p>ITU</p> <ol style="list-style-type: none"> 1. Kristian Brink Gansted 2. Niels Liljedahl Christensen 3. Niclas Benjamin Tollstorff 4. Sigurt Bladt Dinesen 5. Niels Roesen Abildgaard <p>SMU</p> <ol style="list-style-type: none"> 1. Tan Kah How Kelvin 2. Chong Wen Xiong Nick 3. Chai Ching Hsiang Robert
Agenda:	<ol style="list-style-type: none"> 1. Introduction 2. Contact Information, Preferred forms of communication 3. Available Timeslot (SMU) 4. Collaboration and Communication Tools 5. Usage of Technology 6. Any other matters (AOM)

Agenda	Details	Done By	Due Date
1	Both SMU and ITU started off with the introduction of each individual.	All	-
2	<p>The team has decided that Robert will be the coordinator for SMU and Niels Roesen Abildgaard will be the coordinator for ITU.</p> <p>The team has also decided that Nick will be the Wiki-In-Charge for SMU and ITU will appoint one in-charge by the next meeting.</p>	ITU	7 March 2013
3	The available free timeslot for meeting will be on Tuesday or Thursday (9 or 10am for ITU, 4 or 5pm for SMU).	All	-

4	<p>The confirmed collaboration tools that the team has decided is as follow:</p> <ol style="list-style-type: none"> 1. Google Docs (online editing of information) 2. Dropbox (online sharing of information) <p>The confirmed communication tools that the team has decided is as follow:</p> <ol style="list-style-type: none"> 1. Skype 2. Email 	All	-
5	The team has decided that we will be using RESTFul, JSON, HTML5, CSS and Angular JS for the building of front-end and back-end. Further discussion will be made during the next meeting.	All	-
6	The next meeting will be held this Thursday, 7 March 2013. (ITU – 9 am, SMU – 4pm)	All	7 March 2013

The meeting was adjourned at SMU – 4.20pm / ITU – 9.20am. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Chong Wen Xiong Nick