Meeting minutes 2

April 24, 2018, 12:00 pm to 3:00pm

Place: Southern University College Library

Member Attend: Foong Chin Wei, Lew Zhan Fai, Lee Yi Sheng

**Announcements**

* Discuss next step for stage 1
* Solving some problem

**Discussion**

1. We discussed about the progress of stage 1 and found some issue when doing the stage 1. Because of the issue had delay schedule, so we had adjust the schedule to keep the progress running.
2. After combination of all CV, we continue discussed the rest part of the stage 1 and distribution duties for each member. Foong Chin Wei responsible for Literature Review. Lew Zhan Fai responsible for financial justification for project and the list of duties. Lastly, Lee Yi Sheng in charge on organizing the stage 1 and list out the page numbers.

**Roundtable**

Result (a)

We had some difficult on finding books for done the Literature Review, we ask senior for inspire and start search for book again.

Result (b)

We all accept the work allocated and we decided to finish the literature review part together in deadline.

Next Meeting date: [April 28, 2018, 9:00am to 12:00pm, Southern University College Library]