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| Meeting Minutes 0 | |
| Date | 30 June 2019 |
| Start Time | 6pm |
| End Time | 7:30pm |

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|  | Agenda | Follow Up Action |
| 1 | Discussion of project ideas + sourcing for sponsors | Team members to approach contacts for opportunities |
| 2 | Preliminary allocation of responsibilities:  **Justin**  Project Manager  **Ming Yu**  Back-End Developer  **Ling Xing**  Back-End Developer  **Tanny**  UI/ UX Design, Front-End Developer  **Jesslyn**  UI/ UX Design, Front-End Developer  **Jia Yun**  SQL, Report | - |
| 3 | Setting up GitHub | Team members to join project repository |
| 4 | Brief timeline of project execution | Justin: To read up on project requirements and come up with brief timeline |