**Meeting:** Fourth Official Sponsor Meeting

**Date:** 16th June 2016

**Location:** Ngee Ann City’s KFC

**Attendees:** Weilun, ZongWei, Wendy, Chingyi, Edmund, Boon Teck

**Absentees:** Gao Min (Internship)

**Minutes Prepared by:** Wendy

**Vetted by:** Weilun

**Points to Note**

1. Meeting on the 22nd June to mark down important dates with sponsors
2. Make use of the wireframe to do up the UI of the app
3. Record is the first function which MUST be up
4. Remind Edmund regarding the online survey
5. Weilun to send the draft term & conditions
6. Wendy to send the final proposal to the sponsors

Meeting is adjourned at **2030**.