

## INTERNAL MEETING 1

<b>Date</b>	5 July 2014
<b>Time</b>	1:00 pm – 2:30pm
<b>Venue</b>	SIS GSR 3.1
<b>Attendees</b>	Gladys Khong Zhi Xuan Jocelyn Ng Khoo Hui Ping (Grace) Ngow Wei Yi Tan Shi Qi
<b>Absentees</b>	nil
<b>Agenda</b>	<ol style="list-style-type: none"> <li>1. Team formation/Team name</li> <li>2. Assignment of roles</li> <li>3. Interested Industries</li> <li>4. Possible Projects</li> <li>5. Brief FYP Timeline</li> </ol>

## AGENDA

No.	Task	Follow up												
1	<b>Team formation/Team Name</b> White Pinnacle	Jocelyn and Gladys to design team logo												
2	<b>Assignment of roles</b> Gladys Khong Zhi Xuan – Quality Assurance Analyst Jocelyn Ng – Visual Interface Developer Khoo Hui Ping (Grace) – System Analyst Ngow Wei Yi – Lead Developer Tan Shi Qi – Project Manager	Everyone to come out with their own role’s responsibilities and key deliverables												
3	<b>Interested Industries</b> <ul style="list-style-type: none"><li>• Healthcare</li><li>• Education</li><li>• Media</li><li>• Small &amp; Medium Enterprises (SMEs)</li></ul>	Everyone to keep a look out for possible projects												
4	<b>Brief FYP timeline</b> <table><tr><td>Proposal</td><td>20 October 2014</td></tr><tr><td>Acceptance</td><td>03 November 2014 - 05 November 2014</td></tr><tr><td>Midterm</td><td>24 February 2015 - 27 February 2015</td></tr><tr><td>Poster</td><td>30 March 2015</td></tr><tr><td>Final</td><td>13 April 2015 - 21 April 2015</td></tr><tr><td>Poster day</td><td>22 April 2015</td></tr></table>	Proposal	20 October 2014	Acceptance	03 November 2014 - 05 November 2014	Midterm	24 February 2015 - 27 February 2015	Poster	30 March 2015	Final	13 April 2015 - 21 April 2015	Poster day	22 April 2015	Everyone to mark down these dates and ensure that they are available
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5	<b>Team formation/Team Name</b> White Pinnacle	Jocelyn and Gladys to design team logo												

The meeting was adjourned at 2:30 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,  
Jocelyn

Vetted by,  
Tan Shi Qi