

## MINUTES OF MEETING

### 1. MEETING INFORMATION

<b>SUBJECT:</b>	2nd Internal Meeting
<b>DATE:</b>	12 October 2016
<b>TIME:</b>	10.30 AM – 11:30 AM
<b>VENUE:</b>	SOA GSR 2-8
<b>ATTENDEES:</b>	Teh Kaixin (KX), Nicole Goh (NIC), Nabilah Banu (NAB), Sean Kwok (SK), Chien Shuyan (SY)
<b>ABSENT WITH APOLOGIES:</b>	

### 2. MEETING RECORDS

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
1.	<b>Agenda</b>  The agenda of the meeting: <ul style="list-style-type: none"> <li>Amend Project Proposal</li> </ul>		INFO
2.	Discussed UAT Dates and specify user roles of the company - 28 Oct 4pm (Friday) before acceptance	Team	INFO
3.	To edit and submit amended project proposal to Prof Ben for approval and update wiki.		KX
4.	Meeting ended at 11:30AM. Next meeting will be at SMU Labs on Friday, 7.30pm.		INFO

The meeting was adjourned at 11:30AM. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Recorded/ Updated by: Teh Kaixin  
 Reviewed/Edited by: Nabilah Banu  
 Date: 12 October 2016