

MINUTES OF MEETING

1. MEETING INFORMATION

SUBJECT:	Discussion of roles/ preparation for sponsor meeting
DATE:	26 September 2016
TIME:	2:00 – 4:30 PM
VENUE:	LKCSB
ATTENDEES:	Teh Kaixin (KX), Nicole Goh (NIC), Nabilah Banu (NAB), Chien Shuyan (SY), Sean Kwok (SK)
ABSENT WITH APOLOGIES:	

2. MEETING RECORDS

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
1.	Agenda The agenda of the meeting: <ul style="list-style-type: none"> ○ Decide on the members' roles ○ Preparation for sponsor meeting ○ Discussion of deadlines 		INFO
2.	Roles: 1. Teh Kaixin – Project Manager + Assistant Quality Assurer 2. Sean Kwok – Lead Back-end Developer 3. Nabilah Banu – Business Analyst + Assistant Back-end Developer 4. Nicole Goh – Lead Front-end Developer 5. Chien Shu Yan – Lead Quality Assurer + Assistant Front-end Developer	Team	INFO
3.	The team is interested in the project sponsored by Ulink Assist. KX to email sponsor to request for meeting	Team	KX
4.	Discussion of deadlines <ul style="list-style-type: none"> - Team to set a date to meet sponsor - Confirmation of sponsor by 2 October 		Team
5.	The meeting ended at 4:30 PM. The next meeting will be with on 29 th September 3.30pm.		INFO

The meeting was adjourned at 4:30pm. 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: Nicole Goh
Date: 26 September 2016