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| Team Meeting | |  | | --- | | April 13, 2019 | | 3:00 PM – 5:30 PM | | SIM Block B | |

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| Meeting called by: | Nyein Soe (Leader) | Type of meeting: | FYP Discussion |
| Facilitator: | Wilson | Minute Officer: | Alvin |
| Timekeeper: | Alvin |  |  |

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| Attendees: | Alvin, Nyein Soe, Wilson |
| Absentees: | - |
| Please read: | - |
| Please bring: | Notebook / Laptop /Stationery |

## Minutes

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| Agenda item: | First discussion for FYP | Presenter: | Alvin / Nyein Soe / Wilson |

#### Discussion:

* Nomination of team leader
* Understand all member’s work schedule, strengths and weakness
* Sharing of research done on FYP topic

#### Conclusions:

* Nyein Soe have been nominated has team leader for team SSP19/2B
* Exchange of contacts between members
* Shared research results among all members

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| Action items | Person responsible | Deadline |
| * To create shared document compiled with existing research materials | All | NA |
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| Agenda item: Assignment of roles and duties |  | Presenter: | Alvin / Nyein Soe / Wilson |

#### Discussion:

* To assign roles and duties to each member based on their strengths and weakness, as well as their experiences

#### Conclusions:

* Each member to conduct further research / update documents & program based on the duties assigned to them

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| Action items | Person responsible | Deadline |
| * Compile findings of further research and update in a shared document | All | NA |
| * Setup and design website with basic features | Alvin | 30/4/2019 |

## Other Information

* Due to work commitments by various team members, please avoid meetups on weekends
* Above mentioned agenda to be discussed during the next meeting
* Always keep in contact and update other team members on all matters pertaining to this FYP

#### Special notes:

* Minutes is to be shared amongst team members