

Atom Collaboratives

Meeting Minutes

January 20, 2016

MediaCorp, MRC office

Members Present: Victor
Joseph
Kimberly
YAN Shaohong Chris
Yo Wee King
Macus Khoo Jun Hao

Agenda: 1) Initial Introductions
2) Background overview of the project and what is required.
3) Project Clarifications

Next meeting: 1 weeks from now; TBC

Announcements

1. No announcements were made prior to the start of the meeting.
2. The meeting commenced at 1000H and ended 1100H.

Discussion

Reports

3. The team showed their progress on the report to MRC and they had feedback on some pointers to look out for on the reports.
4. It is well understand that the team effort is appreciate by the MRC stakeholders and they appreciate our effort in helping with the reports. They mentioned that it is not an easy task to go through the data they collected initially and coming out with a report for it by the end of the weekend.
5. The team will continue to work hard and report back to MRC to check on the reports.

Summarized Action Items

S/N.	Description	Action By
1.	The team to work on the assigned reports.	Atom

This meeting was adjourned at 1100H. The meetings will be circulated and if there are no amendments reported in the next three days.

Prepared by,
Yo Wee King

Vetted and edited by,
Yan ShaoHong (Chris)