

Atom Collaboratives

Meeting Minutes

January 14, 2016

MediaCorp, MRC office

Members Present: Darren Lum
Jason Soriano
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: 2 weeks from now; TBC

Announcements

1. No announcements were made prior to the start of the meeting.
2. The meeting commenced at 1100H and ended 1230H.

Discussion

Project Overview

3. The team was formally introduced to MRC stakeholders, Mr Darren Lum and Mr Jason Soriano, who is the project sponsor for this project, but this time round with the other two project members, Wee King and Macus.
4. Mr Darren Lum once again described the pain points he has on the project that he is working on currently. He showed the team on the data that we will be working on and how about doing it. The team has raised question during the meeting to understand better.

Reports

5. After understanding the rough idea of how to report is supposed to be completed, the team discusses with the sponsors to decide on which sites to cover. Finally, we came to a conclusion that the team will be working on 6 car park sites and 4 reports, which 2 of the reports are clusters of 2 development car park sites. For instance, AMK cluster comprises of AMK hub and AMK food central.

6. Wee King will be working the AMK clusters (AMK hub & AMK food Central) , Macus will be working on Sengkang Clusters (Compass Point & Sengkang CC) and Chris will be working on 2 F&B clusters (Rail Mall & Jalan Salang).

7. The team is asked to signed NDA form to ensure that they do not leak the information they obtained from this project.

Others

8. With better understanding of the requirement of the project, the team is tasked to work on the assigned report independently and reporting back on a weekly basis to ensure that they are on the right track.

Summarized Action Items

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

This meeting was adjourned at 1230H. 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)