

Atom Collaborative

Meeting Minutes

January 23, 2015

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

Agenda: 1) Project Progress

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 1500H and ended 1530H.

Discussion

Reports

3. Discuss about phase 2 of the project, time series to benchmarking the overall car park situation in all sites and development.
4. Sharing on the formatting and consistence in writing the report for the client.

Summarized Action Items

S/N.	Description	Action By
1.	Learning how to write a proper report via the template given	King, Macus and Chris

This meeting was adjourned at 1320H. 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)