

Date: 08 January 2016

Time: 02.50pm to 03.15pm

Venue: SMU School of Information Systems
Level 3
SMU iLAB

Attendees: Leong Junkang, Gabriel – Team Skulptors Member
Tan Siying – Team Skulptors Member
Zhou Xuanyi – Team Skulptors Member

Absentees: NIL

Agenda: 1. Project proposal allocation of task.
2. Discuss for upcoming sponsor meeting.

Discussion:

1. Allocation of tasks for project proposal submission.
2. Allocation of tasks for project presentation slides for sponsors.
3. Discussion on time and date for subsequent meeting with Prof.

Action Items:

No.	Task	In-charge	Due date
1	Completion of project proposal.	Team Skulptors	10 January 2016
2	Preparation of presentation slides for meeting with sponsors.	Team Skulptors	13 January 2016

The meeting was adjourned at 03.20pm. This minute will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Gabriel

Leong Junkang, Gabriel

Vetted and edited by,

Tan Siying

Tan Siying