

Atom Collaborative

Meeting Minutes

January 13, 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 1300H and ended 1320H.

Discussion

Reports

3. Arrange meeting slot with Prof and client.
4. Sharing of the final report requirements.
5. Discuss about what to work on for phase 2 of our project.

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)