
Team Meeting Minutes 1

Monday, 04.01.2017 (12:30pm - 2:30pm)

Location: SMU Labs Level 1 Bench

Attendees

Peh Zhan Hao

Heng Kok Chin

Tan Yong Kiong, Alson

Agenda

1. Team Name
2. Project Management
3. Proposal Deliverable

Notes

Team Name

- Settled on Edufy
- School on Wiki page is Edufy Secondary School
 - To protect the identity of the school

Project Management

- Created Google Sheets to update project management timeline
- Upload timeline and table into Wiki

Proposal Deliverable

- Completed the Wiki proposal
 - Started on the Word proposal
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Action Items

1. To finalize proposal by Week 2
2. To gather dataset by Week 2

Next Meeting Agenda Items

1. Prepare for next Sponsor Meeting
2. Non-Disclosure Agreement