

## Team Meeting #1

*Drafted by: Liam Pang (11/12/2017)*

*Edited and Vetted by: Tan Rui Feng (11/12/2017)*

<u>Date</u>	<u>Time</u>	<u>Venue</u>
10/12/2017	1500Hrs – 1600Hrs	Online

**Participants:** Liam Pang, Ong Geok Ting and Tan Rui Feng

**Agenda:**

1. Determine the strategy to secure a project sponsor

Meeting Item 1: Strategy to secure sponsor				
S/N	Issue	Action	By	Due
1	<p>The team decided to secure a project sponsor through two methods – getting in touch with known contacts and expanding their options by making new contacts.</p> <p>To do so, each member should contact at least one known contact to be the project sponsor.</p>	To search through personal network for potential project sponsors and initiate contact.	All	Until a project sponsor is secured
2	For cold contact, the team should prepare an email template that covers the purpose of the email with an action oriented closing.	<p>Pang and Ong are to prepare the template.</p> <p>Tan is to create a list of potential partners and send the email out.</p>	All	12/12/2017