# SPONSOR Meeting Minutes 1

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| **Date** | 17 January 2016 |
| **Time** | 11:00AM – 12:10PM  |
| **Location**  | MediaCorp Caldecott Broadcast Centre(Sponsor’s office) |
| **Attendees** | Darren Lum (Sponsor)Chen XueyeZeng Jiadong Zheng Wei |
| **Absentees** | NA |

# MEETING OBJECTIVES

Second meeting with project sponsor to understand the format of the required final report and review of report that we have done, share feedbacks as well as raise questions

#  DISCUSS/ACTION ITEM

As per agenda, the following topics were discussed and have reached a common rudimentary

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| No.  | Discussion/Task | Follow up |
| 1 | **Q &A and report review** * Cleared questions from the study of the documents/data
* Reviewed the report that we have done
* Further discussed about the points we need to take care and analysis we need to do for the report
 | Chen XueyeZheng Wei  |
| 2 | **School project topic sharing*** Shared with sponsor the identified topic for our school project and received feedback from him
 | Zheng Wei Zeng Jiadong |
| 2 | **To Do** * Compile the rest of the reports
* Refine topic for school project and share with project sponsor
 | Chen XueyeZheng Wei Zeng JIadong  |

The meeting was adjourned at 12:10PM. This minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Chen Xueye

Vetted by,

Zeng Jiadong