



## Supervisors Meeting Minutes: #1

Date/Time: 13 Feb 2018

Time: 4:00 pm to 5:00

Venue: SIS Meeting Room 4.5

Participants: Cheng Zheng Yang, Louis Reinaldo, Pauline Lee, Ms. Meena, Prof. Kam

Agenda:

1. Discussion of project status
2. Contacting of available sponsors

1. Discussion of project status

Previous discussions with potential sponsors did not pull through and hence there is a need to look for a new sponsor moving forward.

2. Contacting of available sponsors

With the help of Prof. Kam, we are able to contact our sponsor, Ms. E for a meeting to discuss the potential project the very next day.

No.	Action	Assignor	Follow up
1.	NDA	Zheng Yang	Preparation of NDA for signing
2.	Familiarisation with Sponsor	Everyone	Reading up of the potential sponsor