

Date: 23 Dec 2015

Time: 1200 hrs

Venue: SMU SIS Lvl 2 corridor benches

Attendees:

1. Sherman Yong – Team AP member
2. Wong Shyan Ann – Team AP member
3. Ng Tse Siong – Team AP member

Absentees (If applicable): NIL

Agenda:

1. Project selection
2. Set a date to meet Prof Kam and the sponsor after selecting project

Discussion:

1. Discuss the various projects available, and discuss their viability with regards to the dynamics in our group
2. Weigh the pros and cons with regards to each project available
3. Formulate analytical approach to each project that we considered, finally deciding which project to undertake

Action items:

No.	Task	I/C	Due Date
1	Contact Prof Kam on choice of project	Team AP	25 Dec 2015
2	Prepare proposal to meet SGpools for project specs discussion	Team AP	31 Dec 2015

Prepared by,
Sherman Yong