

Team Meeting #2

Drafted by: Liam Pang (17/12/2017)

Edited and Vetted by: Tan Rui Feng (18/12/2017)

<u>Date</u>	<u>Time</u>	<u>Venue</u>
16/12/2017	1500Hrs – 1615Hrs	Online

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

Agenda:

1. Confirmation of results from outreach efforts with securing a project
2. Share any follow-ups with the various potential project sponsor
3. Discuss the next course of action
4. Establish the next meeting date

Meeting Item 1: Confirmation of results

S/N	Issue	Action	By	Due
1	<p>Tan begin the meeting with the conclusion of the team's web outreach. The team had previously agreed to contact potential project sponsors through cold emails. This method is supplemented with the various members approaching their personal contact.</p> <p>Currently, only one company have responded to the cold emails. Real Estate Online which is a web based property search portal is the only party to replied to the team.</p>	To respond to REO and establish a date for a face to face meeting.	Tan	20/12/17
2	Pang have shared that one of his personal contacts, a local seafood retailer is interested to become a project sponsor as well.	Pang is to continue liaising with his contact and determine if they are a suitable project partner.	Pang	20/12/17

Meeting Item 2: Future courses of action

S/N	Issue	Action	By	Due
1	The team concurred that the slow responses from their outreach effort may result in their failure to secure a project in time. This may impact the timely submission of their project proposal, which is path dependent on this issue.	Ong should monitor the timeline and if necessary, she should contact the project supervisor, Prof. Kam for a time extension with the submission of the project proposal.	Ong	2/1/18