INTERNAL MEETING MINUTES #1



**Date: 12 Jan 2015**

**Time: 12pm**

**Venue: sis**

**Attendees: SONG CHENGYUE, WANG JING**

**Agenda:**

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|  | **Note** | **Actor** | **Due Date** |
| 1 | Project detail:  Fix on the project that is going to be done and brainstorm the relevant aspects. | All | 12-Jan |
| 2 | Readings:  Get readings from Prof Kam and finish reading the articles to get the gist of the project. | All | 19-Jan |

The meeting was adjourned at 1pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by, Song Chengyue

Vetted and edited by, Wang Jing