

INTERNAL MEETING MINUTES #1

Date: 14 January 2015
Time: 10am
Venue: SMU Lab Project Studio

Attendees: Faris
 Marcus
 Jinq-Yi

Apologies: NIL

Agenda: 1. Proposal
 2. Any other business

	Note	Actor	Due Date
1	Brainstorm and complete proposal by today. Faris to send proposal to KW. Come out with project timeline and show seema	All Jinq & Marcus	14-Jan 16-Jan
2	Get data from SGH by week 3	All	21-Jan

The meeting was adjourned at 11.45am. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,
 Jinq-Yi

Vetted and edited by,