Meeting Minutes

**Date:** 5th January 2018

**Time:** 1000hrs

**Attendees**

* Edwin Peter
* A.Shafiq Yussaini

**Absentees**

* None

**Purpose of Meeting**

The third meeting to try and finalize the materials needed to be submitted for the initial proposal.

**Agenda**

|  |  |
| --- | --- |
| No | Description of Agenda |
| 1 | Discuss the contents of the proposal |
| 2 | Decide on the content we need to update the wiki |
| 3 |  |
| 4 |  |
| 5 |  |

**Questions to Raise**

None

**Unfinished Business**

|  |  |  |
| --- | --- | --- |
| No | Description | Remarks |
|  |  |  |
|  |  |  |
|  |  |  |

**Notes taken during meeting**

|  |  |  |
| --- | --- | --- |
| No | Description | Remarks |
| 1 | Edwin updated on the designs from the wiki. Shafiq on the other hand updated Edwin with regards to the initial submission. |  |
| 2 | The team drafted a few question which we felt would be useful to ask our project sponsor to help us move forward. |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

**New Tasks**

|  |  |  |  |
| --- | --- | --- | --- |
| No | Task Description | Allocated To | Due Date |
| 1 | Finish project proposal | Shafiq, Edwin | 12th January 2018 |
| 2 | Update project wiki | Shafiq | 12th January 2018 |
| 3 | Prepare for meeting with client (meeting is on 10th Jan 2018) | Shafiq | 6th January 2018 |
|  |  |  |  |
|  |  |  |  |