



Team Meeting Minutes: #1

Date/Time: 3 Jan 2018

Time: 20:00 pm to 21:00

Venue: Skype

Participants: Cheng Zheng Yang, Louis Reinaldo, Pauline Lee

Agenda:

1. Discussion of skill sets available (amongst us)
2. Team direction – accounting for the different interests we have, which will eventually affect the sponsor companies that we will be looking for
3. Contacting sponsors

1. Discussion of skill sets

We identified the skill sets that each of our members possess in order to select a project that we can complete to our best abilities.

2. Team direction

Marketing, as this has been an area in which Pauline and Louis are more familiar with and have experience. We have decided to go with e-commerce companies.

3. Contacting sponsors

Each of us will contact at least 3 companies each by the end of the week.

No.	Action	Assignor	Follow up
1.	Emailing of sponsor companies	Zheng Yang Pauline Louis	Emailing 3 companies each by the end of the week