

Atom Collaborative

Meeting Minutes

December 30, 2015

MediaCorp, MRC office

Members Present: YAN Shaohong Chris
Yo Wee King
Macus Khoo Jun Hao

Agenda: 1) Project Clarifications

Next meeting: 1 weeks from now; TBC

Announcements

1. No announcements were made prior to the start of the meeting.
2. The virtual meeting commenced at 1000H and ended 1030H.

Discussion

Reports

3. Chris started the meeting by sharing what he learned from the client meeting earlier.
4. The team understood the requirement and thinks that the project is manageable. However, the team members felt that there is a need to consult prof Kam and hear from his feedback.
5. In the meantime, Chris will work on proposal.

Summarized Action Items

S/N.	Description	Action By
1.	The team to work on the assigned reports.	Atom

This meeting was adjourned at 1030H. The meetings will be circulated and if there are no amendments reported in the next three days.

Prepared by,
Yo Wee King

Vetted and edited by,
Yan ShaoHong (Chris)