

Project Sponsor Meeting Minutes #1

Date / Time 28th Dec 2017, 1pm to 4pm

Venue LS-2 Office

Attendees Jonathan Low, Soma Mok

Agenda 1. To understand how the business operates

<i>S/N</i>	<i>Notes / Task</i>	<i>Follow-up Action</i>	<i>Actor(s)</i>
1.	<p>Our project sponsor introduced to us the background of their company and their current business model which includes:</p> <ul style="list-style-type: none"> • The different types of services they provide • Current business problem that they are facing 	<ul style="list-style-type: none"> • To perform secondary research on the industry that the project sponsor is currently operating in. • To draft out project proposal 	Soma & Jonathan
2.	They also provided us with the contact details of respective personnel in-charge regarding the date we require.		
