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| Title: Team Meeting 1 |
| **Date:** 10/12/2017 |
| **Time:** 1500Hrs – 1600Hrs |
| **Venue:** Online |
| **Participants:** Liam Pang, Ong Geok Ting and Tan Rui Feng |
| **Minutes Prepared By:** Liam Pang |

1. **Agenda**
* Determine the strategy to secure a project sponsor
1. **Discussion**

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| **S/n** | **Issue** | **Action** | **By** | **Due** |
| 1 | The team decided to secure a project sponsor through two methods – getting in touch with known contacts and expanding their options by making new contacts.To do so, each member should contact at least one known contact to be the project sponsor. | To search through personal network for potential project sponsors and initiate contact. | All | Until a project sponsor is secured |
| 2 | For cold contact, the team should prepare an email template that covers the purpose of the email with an action oriented closing. | Pang and Ong are to prepare the template.Tan is to create a list of potential partners and send the email out. | All | 12/12/2017 |

1. **Other Business**
* None