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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