INTERNAL MEETING MINUTES #1

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| **Date:** | 14 January 2015 |
| **Time:** | 10am |
| **Venue:** | SMU Lab Project Studio |
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| **Attendees:** | Faris  Marcus  Jinq-Yi |
| **Apologies:** | NIL |
| **Agenda:** | 1. Proposal 2. Any other business |

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|  | **Note** | **Actor** | **Due Date** |
| 1 | Brainstorm and complete proposal by today. Faris to send proposal to KW.  Come out with project timeline and show seema | All  Jinq & Marcus | 14-Jan  16-Jan |
| 2 | Get data from SGH by week 3 | All | 21-Jan |

The meeting was adjourned at 11.45am. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Jinq-Yi

Vetted and edited by,