

Internal Meeting Minutes 24

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| **Date:** | | 31/03/2018 | | |
| **Time:** | | 1.30pm – 3.00pm | | |
| **Venue:** | | SMU Labs level 1 | | |
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| **Attendees:** | | Gao Hai Long, Liu Jia Meng, Zhang Xiao Yu, Zhang Yu Zhe, Gary Quek Jian Zhang | | |
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| **Agenda:** | | 1. Supervisor meeting review 2. X – factor 3. Final presentation preparation 4. UT preparation 5. Handover Preparaion | | |
| **S/N** | **Task** | | **Assigned to** | **Due Date** | |
| 1 | Supervisor meeting review | | All |  | |
| 2 | X – factor | | All | 13/04/2018 | |
| 3 | Final Presentation Slide / Demo | | Zhang Yu Zhe | 09/04/2018 | |
| 4 | UT preparation | | All | 07/04/2018 | |
| 5 | Handover Preparations | | Gao Hai Long | 09/04/2018 | |

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| **Time** | **Point** | **Action** |
| 1.30pm | Meeting starts | Discuss agenda for today |
| 1.45pm | Supervisor meeting review | Store development , production and operation data in Dropbox. And shared within the group. |
| 2.00pm | X – factor | Aim 10 – 40 downloads a day and reach 200 before presentation day. |
| 2.25 pm | Final presentation preparation | Yu Zhe to do up final presentation slide and demo script. |
| 3.00 pm | UT preparation | Team to gather people for UT, UT date 7 April |
| 3:15 | Handover Preparation | Hai Long to revise hand over documentation and agreements and set handover meeting date with sponsor. |

The meeting was adjourned at 3:20 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

**Zhang Yu Zhe**

Vetted and edited by,

**Gao Hai Long**