

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
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| **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**