

**Final Year Project
Meeting Minutes**

Meeting Information	
Date:	20 th October 2014
Time:	1200
Venue:	SMU Library Level 4

Attendees:	1. Joel Woo 2. Benjamin Chan 3. Lee Jong Hyeok 4. Lavinia Tay
Absentees:	
Meeting Agenda:	1. Discuss on ways to engage agencies and how to go about doing it

Summary of Meeting & Task Assignment		
1.	Team	Preparation for Agency Meeting Discussed on how to engage the agencies (customizing our email for each individual point of contact to increase engagement level), and drafted several email to send to the agencies.

The meeting was adjourned at 1700. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Joel Woo

Vetted and edited by,

Lavinia Tay