



INTERNAL MEETING MINUTES

Iteration No.	7
Meeting No.	5
Date of Meeting: (Day Month Year)	25 February 2014
Time: (hh:mm to hh:mm)	13:30 to 15:30
Venue:	SIS SR 3.4
Meeting Chairperson	Tan Rui Jia Noelle

1. Meeting Agenda

(a) Midterms Preparation

2. Attendance**Name [Absent/Present]**

Bie Ya Qing [Present]

Low Wen Guang [Present]

Sebastian Kiran Joy [Present]

Tan Guo Hao [Present]

Tan Rui Jia Noelle [Present]

Victor Lee Hong Zhi [Present]

3. Discussed Content**Topic**

(a) Midterms Preparation

- a. Go through slides
- b. Rehearse Demo



c. Rehearse Slides

4. Next Meeting	
Date of Meeting: (Day Month Year)	27 February 2014
Time: (hh:mm to hh:mm)	19:00 to 20:00
Venue:	Admin Building

5. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)		
Description	Prepared by	Due Date

Minutes Prepared By Low Wen Guang, Victor Lee Hong Zhi

Date 25 February 2014

Vetted and Edited By Tan Rui Jia Noelle

Date 25 February 2014