



TEAM HEI

TEAM MEETING MINUTES 04, 6 JULY 2014

Subject:	Minutes 04
Date:	6 July 2014
Time:	1438
Venue:	SMU SIS, Meeting Room 4.6
Secretary:	Chester Chiew Wei Hong

Attendees:

1. Ngoh Jun Dat
2. Chester Chiew Wei Hong
3. Jasmine Lin Qianru
4. Keith Tan Xiang Wei
5. Kong Yu Ning

Meeting Agenda:

1. Change in Role
2. IS480 Project Selection & Discussion

Planned Agenda

1. Change in Role

1.1. Keith and Jun Dat changed roles in IS480.

1.1.1. Keith changed from Vice Project Manager to Vice Technical.

1.1.2. Jun Dat changed from Vice Technical to Vice Project Manager.

2. IS480 Project Selection & Discussion

2.1. The team discussed the feasibility of the Case Challenge application.

2.2. Keith mentioned that if IDA is our sponsor for the Case Challenge application, the project will not be owned by us.

2.3. Keith added that IDA may have other projects where we can embark on.

2.4. Projects available on IS480 Wiki are another option where we can look for a project.

2.5. Jun Dat mentioned that the team can approach SMU IIE instead of IDA as our project mentor.

2.6. It is decided that Keith and Chester to look into the available projects by IDA.

2.7. Jasmine and Yu Ning to look into school projects.

2.8. Jun Dat to reach out to Mr Krishna from SMU IIE.

Action Items:

Task	Due Date	Member in-charge
Reach out to Mr Krishna from SMU IIE	13 July 2014	Jun Dat
Research projects by IDA	13 July 2014	Keith and Chester
Research projects available on IS480 Wiki	13 July 2014	Yu Ning and Jasmine

The meeting was adjourned at 3.20 pm. The next meeting is scheduled to be on 12 July 2014. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Chester Chiew Wei Hong

Vetted and edited by,

Ngoh Jun Dat