Date: 25 September 2017

Time: 7pm

Venue: SMU SIS GSR 3-1

Attendees: Gerald Tan
Bertran Queck
Yeo Yi Xiang
Jamie Chew
Toh Yi An

Agenda:
1. Project Draft
2. Preparation of Sponsor meeting
3. Allocating of functions to members

Members	Task
Jamie	1. Finalizing Draft Proposal 2. Sending to Prof Ben
Gerald, Yi An	Receive and process webhook request
Yi Xiang	Backend forwarding request to API.AI
Bertran	Finalizing base UI

The meeting was adjourned at 9pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,
Jamie