**Project meeting**

Date: 21-05-2010

Time: 2200hrs (GMT + 8)  
1800hrs (GMT + 3)  
1600hrs (GMT + 1)

Venue: MSN

Attendees: Eric Khaw  
 Paul Tan  
 Liang Xiangxuan  
 Wang Chao  
 Yan Dong Ming

| Item No. | Description: | Action By: |
| --- | --- | --- |
| 1 | Meeting schedule with Prof Ben – Wednesday 26/05/2010 | Team |
| 2 | Apply for FYP machine for backup and testing | Team |
| 3 | Meeting objective with Desmond in the coming week; | Team |
| 4 | Shining point of the project | Team |
| 5 | Task allocation schedule | Team |
| 6 | One person consolidate proposal | Team |
| 7 | Meeting objective with meeting Prof. Ben | Team |
| 8 | Proposal due date (internal) 7 June 2010 | Team |
| 9 | Paul will do the wikis before Gina come back | Paul |
| 10 | Paul will do the PPT to present our project to Ben, others fill in. | Paul |
| 11 | Paul sent email to Ben to confirm the timeslot tomorrow | Paul |
| 12 |  |  |
| 13 |  |  |
| 14 |  |  |
| 15 |  |  |

Minute taker: DM YAN