

## Internal Meeting Minutes #6

Meeting Date	10 May 2016
Meeting Time	1900–2300
Mode	Physical
Location	Singapore Management University, Singapore
Internal?	Yes
Members Present	All members were present
Agenda	<ol style="list-style-type: none"><li>1. Settle and configure GIT, Sourcetree, Asana and Slack accounts</li><li>2. Settle other administrative matters</li></ol>
Meeting Minutes	<ul style="list-style-type: none"><li>• Configured all the required accounts for our project, including a common google drive</li><li>• Decided on weekly meeting day: Sunday 11am</li></ul>
Upcoming To Dos	<ul style="list-style-type: none"><li>• Breakdown project into smaller components and discuss them one by one</li></ul>

The meeting was adjourned at 11.00pm. These minutes will be circulated and adopted if there are no amendments in the next day.

Prepared by,  
Tay Jing Ying

Vetted and edited by,  
Alex Tiang