**Internal Meeting Minutes 24**

Date: Tuesday, 21-October-2016

Attendees: Waituck, Chuqian, Amber, Jeremy, Kester, Keefe

Time: 7.00pm – 8:30pm

Venue: FYP Labs

Agenda:

* Prepare content for FYP Poster
* Prepare structure for FYP Video Pitch

**Prepare content for FYP Poster**

Team discussed about the content to be placed in FYP Poster. Team had decided to insert the following content:

* 5 functionalities that Team IPMAN built for Hook Coffee
* Project Description
* X-factor
* Picture of the Team
* Technologies used
* World map to show the external stakeholders
* Testimonial

**Prepare structure for FYP Poster**

Team viewed the past FYP teams’ video for inspiration of videos. Team had decided to do a professional-looking video. Team intended to feature our sponsors, Ernest and Faye for the video where they would be sharing some of the pain-points that Hook Coffee faces and the benefits of the new Hook Coffee administrator portal. Team will meet up with sponsors on Sunday to do the filming.

The meeting was adjourned at 8.30pm. Next meeting will be on Tuesday, 25st Oct. Team will meet up with sponsors.

Prepared by,

**Koh Chu Qian**

Vetted and edited by,

**Chaung Xiu Hui Amber**