

INTERNAL MINUTES #1

Date:	25 July 2012
Time:	7:30 pm
Venue:	SISS GSR 2.5
Attendees:	<ol style="list-style-type: none"> 1. Grace Shintany Lee 2. Melwin Tanu 3. Shira Aretti 4. Tai Shi Ling
Absentees: (provide reason if any)	Ardian Tjeng (Overseas)
Agenda:	<ol style="list-style-type: none"> 1. Update Melwin with last meeting discussion 2. Register team to Prof Ben Gan 3. Look through project requirements

DISCUSSION

No.	Details
1.	<u>Update Melwin with last meeting discussion</u>
2.	<u>Register team to Prof Ben Gan</u>
3.	<u>Look through project requirements</u> List out necessary resources required by the project Group agrees to take the project

TO-DOs

Task ID	Details	Date Due	Assigned To
1.	Come out with team's name	TBA	All

NEXT MEETING

Date:	1 August 2012
Time:	7.00 pm
Venue:	SMU IIE's Incubator
Agenda:	TBA

Meeting adjourned by: 09.30 pm

Minutes taken by: Grace Shintany Lee

Vetted by: Melwin Luis Tanu on 26 July 2012