Internal Meeting Minutes 17

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| **Date:** | | 02/02/2018 | | |
| **Time:** | | 7.30pm – 8.30pm | | |
| **Venue:** | | SMU labs level 1 bench | | |
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| **Attendees:** | | Gao Hai Long, Liu Jia Meng, Zhang Xiao Yu, Zhang Yu Zhe, Gary Quek Jian Zhang | | |
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| **Agenda:** | | 1. Discuss app modification base on changed business model 2. Update wiki according to changed business model 3. Prepare for Mid term | | |
| **S/N** | **Task** | | **Assigned to** | **Due Date** | |
| 1 | Discuss app modification base on changed business model | | All | 6/02/2018 | |
| 2 | Update wiki | | Zhang Yu Zhe | 14/02/2018 | |
| 3 | Prepare for Mid term | | All | 14/01/2018 | |

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| **Time** | **Point** | **Action** |
| 7.30pm | Meeting starts | Discuss agenda for today |
| 7.45pm | Discuss app modification base on changed business model | 1.Xiao yu and Jia Meng to Drop private vehicle related function 2.Hai Long and Gary to Add nearby task notification such that deliverer can take multiple task together to save time |
| 8.05pm | Update wiki according to changed business model | Zhang Yu Zhe to change wiki content according to changed business model |
| 8.15pm | Prepare for Mid term | All to prepare for mid term Finish App and deploy to apple store |

The meeting was adjourned at 8.30 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

**Zhang Yu Zhe**

Vetted and edited by,

**Gao Hai Long**