



INTERNAL MEETING MINUTES

Iteration No.	0
Meeting No.	4
Date of Meeting: (Day Month Year)	03 September 2013
Time: (hh:mm to hh:mm)	14:00 to 16:00
Venue:	SIS GSR 2.7
Meeting Chairperson	Victor Lee Hong Zhi

1. Meeting Agenda

Confirm Team Roles
Idea Confirmation
AOB

2. Attendance**Name [Absent/Present]**

Bie Ya Qing [Present]

Low Wen Guang [Present]

Sebastian Kiran Joy [Present]

Tan Guo Hao [Present]

Tan Rui Jia Noelle [Present]

Victor Lee Hong Zhi [Present]

3. Discussed Content**Topic**

- a) Confirm Team Roles
- Project Manager

- i. Noelle
- 2 Developers
- i. Kiran
- ii. Yaqing
- Usability Analyst : GUI, Design and Testing consolidated
- i. Wen Guang
- Business Analyst
- i. Guo Hao
- Business Developer
- i. Victor

b) Idea Confirmation

- Taking on Sponsored Projects will not meet our goal of setting up a business post FYP
- Own Project will be tougher, need to secure a mentor
- Must pitch at mentor day
- Proposal
- i. Draft is complete based on Child Development App idea
- Final Idea: Event Management App
- i. Rationale: Higher demand in the market, chances to go international are higher; Scope can be expanded to suit a 6-man team
- ii. Integrate with Shake input method
- iii. Functionalities to include Documents Sharing, Networking between Participants and Conversation Starters
- Child Development App to KIV in case Events App is not feasible or does not pull through for Mentor Day
- Proposal has to be done up again

c) AOB

- Student Day: Tomorrow (4th September) @ SIS SR 3.4
- Noelle will be having lesson, the rest to attend



4. Next Meeting	
Date of Meeting: (Day Month Year)	10 September 2013
Time: (hh:mm to hh:mm)	12:00 to 15:00
Venue:	SIS GSR 2.7

5. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)		
Description	Prepared by	Due Date
2 Page Idea Proposal	Noelle	6 September 2013
Think of Mentor Day Presentation Content	ALL	9 September 2013

Minutes Prepared By Victor Lee Hong Zhi
Date 03 September 2013

Vetted and Edited By Tan Rui Jia Noelle
Date 04 September 2013