Internal Meeting Minutes 1

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| **Date:** | 10/09/2017 |
| **Time:** | 6.00pm – 7.00pm |
| **Venue:**  | SMU Labs level 1 |
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| **Attendees:** | Gao Hai Long, Liu Jia Meng, Zhang Xiao Yu, Zhang Yu Zhe |
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| **Agenda:** | 1. Schedule Meeting with sponsor
2. Role Distribution
3. Discuss team name
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| **S/N** | **Task** | **Assigned to** | **Due Date** |
| 1 | Schedule Meeting with sponsor | Gao Hai Long | 12/09/2017 |
| 2 | Role Distribution | Gao Hai Long | 18/09/2017 |
| 3 | Discuss team name | All | 18/09/2017 |

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| Time | Point | Action |
| 6.00pm | Meeting starts  | Discuss agenda for today |
| 6.10pm | Schedule Meeting with sponsor | Contact Sponsor for a meet up.Think of questions to ask sponsor.  |
| 6.40pm | Role Distribution | All member to indicate their strength and preferred role.* Gao Hai Long : Project Manager
* Liu Jia Meng : Back-end Developer & Data Architect
* Zhang Xiao Yu: Back-end Developer & Quality Assurance
* Zhang Yu Zhe: Front-end Developer & Business Analyst
 |
| 6.50pm | Group Name | Think of team name. |
| 7:00pm | Meeting ends. |  |

The meeting was adjourned at 7.00 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**