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 | | |
| **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**