INTERNAL MEETING 1

DATE	4/5/2017
TIME	1700 – 2000
VENUE	KGC Library
ATTENDEES	Jaren Jazreel Marcus Shreyas Jeryl
ABSENTEES	Celestine
AGENDA	1. Planning of meeting with Sembcorp 2. Team's internal scheduling 3. Design scheme 4. 2-page proposal planning 5. Final Acceptance planning

AGENDA

Item	Description
1	**Planning of meeting with Sembcorp** • The team emailed the sponsors from Sembcorp to request for a meeting to go through the project
2	**Team's internal scheduling** The team estimated the number of iterations → between 11-15 iters Determining milestones → pre-determined goals + our own (major goals in our scope) Time-boxing
3	**Design Scheme** • Settled logo
4	**2-page proposal planning** Motivation: simplified and streamlined way to contact employees in times of crisis.

The meeting was adjourned at 1345H with the next meeting scheduled on 20/5/2017.

TASK LIST

Task	Action by (deadline)
To discuss with Sembcorp • Obtaining IBM Mobile First platform • Scope of project • Testing plan • "What they want" • Plans for iterations • Prototyping • Their AS-IS crisis management system • Common reports that are being sent • Common information that is missed out & essential • Issues surfaced • Possible extensions → X FACTOR!!! • NLP? • Geospatial / location-based data • Geofencing • Analytics • Linked to sensors? (IoT) • Greater facilities management	

These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Vetted by,   Vetted by,
Jeryl   Jaren

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BENDERS