**Supervisor Meeting Minutes**

**Meeting 1**

Date: 3rd Dec 2009

Time: 3.00pm to 4.15pm

Venue: SIS Level 5 Meeting Room

Attendees: Vivian Choo, Stanley Ng, Lin Xuankuang, Lau San San, Gloria Yeo, Low Yi Yang

**Agenda of meeting:**

1. Follow up with the meeting details discussed with SGP
2. Propose next meeting with SGP and present prototype

|  |  |  |  |
| --- | --- | --- | --- |
| **Minutes** | | **Action By** | **Due Date** |
| 1 | **Follow up with meeting details discuss with SGP**  Come up with a more detailed timeline with regards to when we can finish the given tasks. | ALL | 4 Dec |
| 2 | **Propose next meeting with SGP and present prototype**  Kevin encouraged the team to do up a prototype of proposed solution to login page and email verification feature to present it to SGP. | ALL | Next meeting  (Before 25/12/2009) |

The meeting was adjourned at 4.15pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Lau San San

Vetted and edited by,

Gloria Yeo