

**Team éXi**

Meeting Minutes

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| Subject | Team Meeting Minutes 01 |
| Date | 29 May 2018 |
| Time | 19:00 – 21:00 |
| Venue | SOE GSR 2-2 |

Attendees

|  |  |
| --- | --- |
| Name | Attendance |
| Moh Moh San | Present |
| Riana | Present |
| Tang Hui Xin | Present |
| Thet Thet Yee | Present |
| Loo Wei Hua Shawn | Present |
| Zang Yu | Present |

Meeting Agenda

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| Agenda |
| 1. Discussion of Project Scope   Summary of Discussion   * Discussed over functionalities to be implemented based on the Sponsor’s requirements * Clarification of some of the rather ambiguous Sponsor’s requirements * Prepared questions for the Sponsor Meeting |
| 1. Role Assignments   Summary of Discussion   * Assigned the roles based on each person’s strengths |

Action Items

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| Action | Member Responsible | Due Date |
| - | - | - |

The meeting was adjourned at 9:00 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared By,

Riana

Vetted and Edited By,

Zang Yu