



## INTERNAL MEETING MINUTES

<b>Iteration No.</b>	2
<b>Meeting No.</b>	6
<b>Date of Meeting:</b> (Day Month Year)	08 November 2013
<b>Time:</b> (hh:mm to hh:mm)	16:30 to 18:30
<b>Venue:</b>	Library Project Room 4.15
<b>Meeting Chairperson</b>	Tan Rui Jia Noelle

**1. Meeting Agenda**

(a) Rehearse for Acceptance

**2. Attendance****Name [Absent/Present]**

Bie Ya Qing [Present]

Low Wen Guang [Present]

Sebastian Kiran Joy [Present]

Tan Guo Hao [Present]

Tan Rui Jia Noelle [Present]

Victor Lee Hong Zhi [Present]

**3. Discussed Content****Topic**

(a) Rehearse for Acceptance



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4. Next Meeting	
<b>Date of Meeting:</b> (Day Month Year)	TBC after Acceptance on 08 November
<b>Time:</b> (hh:mm to hh:mm)	TBC after Acceptance on 08 November
<b>Venue:</b>	TBC after Acceptance on 08 November

5. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)		
Description	Prepared by	Due Date

**Minutes Prepared By** Low Wen Guang, Tan Guo Hao

**Date** 08 November 2013

**Vetted and Edited By** Tan Rui Jia Noelle

**Date** 08 November 2013