



**SUPERVISOR MEETING MINUTES**

<b>Iteration No.</b>	10
<b>Meeting No.</b>	1
<b>Date of Meeting:</b> (Day Month Year)	17 April 2014
<b>Time:</b> (hh:mm to hh:mm)	11:00 to
<b>Venue:</b>	SOE SR 4.4
<b>Meeting Chairperson</b>	Victor Lee Hong Zhi

<b>1. Meeting Agenda</b>
(a) Run through final slide deck

<b>2. Attendance</b>
<b>Name [Absent/Present]</b>
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]

<b>3. Discussed Content</b>
<b>Topic</b>



4. Next Meeting	
<b>Date of Meeting:</b> (Day Month Year)	-
<b>Time:</b> (hh:mm to hh:mm)	-
<b>Venue:</b>	-

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** 17 April 2014

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

**Date** 17 April 2014