

TEAM ELEMENT  
INTERNAL MEETING 20 MINUTES, 18 FEBRUARY 2016

Date	18 February 2016
Time	1300
Venue	SIS Level 4
Attendees	<ul style="list-style-type: none"><li>• Cassandra Thai Jia Ying</li><li>• Stella Wong Hui Min</li><li>• Nguyen Nhat Minh</li><li>• Matthew Yee</li></ul>
Agenda	<ol style="list-style-type: none"><li>1) Allocation of work</li><li>2) Brainstorming for X-factor</li></ol>

## Allocation of work

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The team integrates their functions and allocate parts of the presentation to each individual. Our sponsor will not be coming for tomorrow's presentation as he is busy with an important meeting.

The meeting was adjourned at 2345. These minutes will be circulated and adopted if there are no amendments reported in the next 3 days.

Prepared by:

Nguyen Nhat Minh

Vetted and Edited by:

Cassandra Thai

