

INTERNAL MINUTES #16

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| Date: | 6th December 2012 |
| Time: | 3:15 PM |
| Venue: | SIS GSR 2.5 |
| Attendees: | <ol style="list-style-type: none"> 1. Ardian Tjeng 2. Grace Shintany Lee 3. Melwin Tanu 4. Shira Aretti 5. Tai Shi Ling |
| Absentees: (provide reason if any) | - |
| Agenda: | <ol style="list-style-type: none"> 1. Discuss x-factor 2. Project schedule 3. Design Database |

DISCUSSION

| No. | Details |
|-----|---|
| 1. | <u>Project Requirement and Scope : X factor</u> <ul style="list-style-type: none"> - Creating 3D body might shift focus from the accessories (main product). - Not enough time to do both x-factors (recommendation and 3D). - Ask Gamurai if they can provide body / clothes model before deciding. |
| 2. | <u>Project schedule for December</u> <ul style="list-style-type: none"> - Weekday meeting: Monday-Friday, 10:00-17:00 |
| 3. | Design Database |

TO-DOs

| Task ID | Details | Date Due | Assigned To |
|---------|---------|----------|-------------|
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| 1. | Individual task | - | All |
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NEXT MEETING

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| Date: | 10 December 2012 |
| Time: | 7:00 PM |
| Venue: | IIE Incubator |
| Agenda: | TBA |

Meeting adjourned by: 5:00PM

Minutes taken by: Ardian Tjeng

Vetted by: Grace Shintany Lee on 7 December 2012