



Internal Meeting

Date	20 January 2016
Time	7:30 pm – 9:00 pm
Venue	SMUX Labs Project Studio
Attendees	Tan Ai Xin Clinton Ang Samantha Ng Lim Zi Ling Joanna Tan
Absentee	-
Agenda	<ol style="list-style-type: none">1. Logo and Brochure2. Interested Sectors3. Brief FYP Timeline4. Assignment of Roles

AGENDA

No.	Task
1.	Logo and Brochure <ul style="list-style-type: none">• The team is named Team Appsolute• Zi Ling presented her design of the team logo.• Clinton suggested that the puzzle icon should be replaced with another item but is clueless what would be a better fit.
2.	Interested Sectors <ul style="list-style-type: none">• Market Application• Small and Medium Enterprise (SMEs)• Healthcare• Retailers• Teaching and Education
3.	Brief FYP Timeline <ul style="list-style-type: none">• To start coding by March so as to achieve minimum of 40% scope by Acceptance.• To source for a list of firm to ask for collaboration on IS480 FYP.
4.	Assignment of Roles <ul style="list-style-type: none">• Tan Ai Xin will be the Project Manager.• Samantha Ng will be the Lead UI/UX Developer.• Zi Ling will be the Lead Quality Assurance.• Joanna Tan will be the Lead Backend Developer.

	<ul style="list-style-type: none">Clinton Ang will be the Lead System Analyst.
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ACTION ITEMS

Action Items	Person Responsible	Deadline
Review of the logo design	Lim Zi Ling	25 January 2016
Design of the Brochure	Tan Ai Xin, Lim Zi Ling, Samantha Ng	26 January 2016
Search for list of target audience for partnership	Clinton Ang and Joanna Tan	26 January 2016

Prepared by Tan Ai Xin

Vetted and edited by Lim Zi Ling