

Date	16 December 2015
Time	1105
Venue	CerealTech
Attendees	1) Cassandra Thai Jia Ying 2) Stella Wong Hui Min 3) Mr James Chan (Sponsor)
Agenda	1) Inform CerealTech about the project 2) Follow up actions

Inform CerealTech about the project

We have informed CerealTech that we will not be taking up their project due to the short time frame left to complete the project and that their requirements are misaligned with the original requirements we have.

We offered them help in drafting a sponsor proposal for Prof Gan and finding another IS480 group to take up their project. However, the project will be delayed by about 6 to 8 months.

James told us to email Mr Fleming about the bad news before moving on.

Follow up Actions needed

The following actions need to be taken after the meeting:

1. Email Mr Fleming about the bad news

The meeting was adjourned at 11.25am. These minutes will be circulated and adopted if there are no amendments reported in the next 3 days.

Prepared by:

Cassandra Thai Jia Ying

Vetted and Edited by:

Stella Wong Hui Min