

Date: 14 December 2017

Time: 4pm

Venue: SMU SIS MR 4-3

Attendees: Gerald Tan
Yeo Yi Xiang
Jamie Chew
Toh Yi An
Professor Alan Megargel

Agenda:

1. Updates/Feedback from Acceptance
2. Progress
 - a. Require Standing Instructions API from sponsor
3. Arrangement of Lab Session on 29 Jan 2018
4. Discussion of meeting time slot for next semester
 - a. Thursday morning, 10.30am-11.30am

The meeting was adjourned at 5pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,
Jamie