

Meeting No. 1

Date: 08 May 2014 (Thursday)
Time: 7:30PM – 9:30PM
Venue: SOB GSR 2-6

Members

In Attendance: Brindha Menon
 Chua Min Xuan, Max
 Hakam
 Khiew Shi Kai
 Seol Hye Ri
 Tan Gui Shi

Absent with Apologies: -NIL-
Minutes Recorded By: Khiew Shi Kai

Agenda

Task	Remarks
<ol style="list-style-type: none"> 1. Installation of required softwares 2. Individual Goals 3. Team vision, rules, roles 4. Administrative and documentation 5. Searching for sponsor 6. Overview of Project Timeline 	Refer to appendix i

No	Task	Assigned	Due Date
1	Photoshop	Shi Kai	
2	Korean Sponsor	Hye Ri	

Appendix i

Individual Goals

Shi Kai:

To develop a professional looking app and maintain relationship within the group.

Brindha:

One for all, all for one. Have fun together and work hard together. Celebrate milestones.

Gui Shi:

Open minded, say out what they feel, be comfortable with each out.

Hye Ri:

Memorable in achievement and friendship.

Max:

Help each other to surpass our limits and have fun together.

Hakam:

Don't forget to be awesome.

Team Vision

Both supervisor and sponsor will be happy with our project

Team Roles

Project manager: Brindha

Business Analyst: Hye Ri

Front-end developers: Gui Shi, Shi Kai

Back-end developers: Max, Hakam, Shi Kai

Team Rules

1. No vulgarities (penalty of \$0.10 each)
2. Cannot be late without valid reason
3. Be contactable at all times
4. No grudges
5. No showing of attitude