

Internal Meeting Minutes 25

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| **Date:** | | 07/04/2018 | | |
| **Time:** | | 3.30pm – 5.00pm | | |
| **Venue:** | | SMU Labs level 1 | | |
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| **Attendees:** | | Gao Hai Long, Liu Jia Meng, Zhang Xiao Yu, Zhang Yu Zhe, Gary Quek Jian Zhang | | |
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| **Agenda:** | | 1. X – factor 2. Final presentation preparation 3. UT Reflection 4. Handover Preparation | | |
| **S/N** | **Task** | | **Assigned to** | **Due Date** | |
| 1 | X – factor | | All | 13/04/2018 | |
| 2 | Final Presentation Slide / Demo | | Zhang Yu Zhe | 13/04/2018 | |
| 3 | UT preparation | | All | 07/04/2018 | |
| 4 | Handover Preparations | | Gao Hai Long | 09/04/2018 | |

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| **Time** | **Point** | **Action** |
| 3.30pm | Meeting starts | Discuss agenda for today |
| 3.45pm | X – factor | Continue to get more downloads |
| 4.00 pm | Final presentation preparation | Yu Zhe to modify slide and improve slide content |
| 4.20 pm | UT preparation | Study UT feed back. |
| 4:45 pm | Handover Preparation | Hai Long to revise hand over documentation and agreements and set handover meeting date with sponsor. |

The meeting was adjourned at 5:00 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

**Zhang Yu Zhe**

Vetted and edited by,

**Gao Hai Long**