

Date	02 December 2015
Time	1100
Venue	SIS office 5018
Attendees	1) Cassandra Thai Jia Ying 2) Nguyen Nhat Minh 3) Stella Wong Hui Min 4) Prof Xiong Jie
Agenda	1) Feedback on current status of the project

Feedback on current status of the Project

- Informed prof about the new starting date of Sterling's operations
- We preferred Sterling over CerealTech
- However, we can have a collaboration between Sterling and CerealTech to build a system that will suit both companies
- To ask Prof Gan for approval to continue with Sterling and what to do next
- Prof will be away until the 3-4 of January
- However, he will reply any email within 24 hours.

Plans for next semester

- Prof mentioned we needed to meet him as a team once every week next semester.
- However, he understands that individually, we are busier in certain weeks than others thus we do not have to meet him.
- We can miss a maximum of two meetings individually.
- At least 2-3 per meeting

Follow up actions

- Schedule a meeting with CerealTech before meeting Prof Gan, in case CerealTech do not want the project.
- After the meeting with Prof Gan, inform Prof Xiong about the decision for the sponsor

Prepared by:

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Vetted and Edited by:

Stella Wong Hui Min