



INTERNAL MEETING MINUTES

Iteration No.	0
Meeting No.	6
Date of Meeting: (Day Month Year)	15 September 2013
Time: (hh:mm to hh:mm)	13:00 to 18:00
Venue:	Library Project Room 5.3
Meeting Chairperson	Tan Rui Jia Noelle

1. Meeting Agenda

Go through slides for Mentor Pitch
Prepare Scripts for Individual Portions
Rehearse for Mentor Pitch

2. Attendance**Name [Absent/Present]**

Bie Ya Qing [Present]

Low Wen Guang [Present]

Sebastian Kiran Joy [Present]

Tan Guo Hao [Present]

Tan Rui Jia Noelle [Present]

Victor Lee Hong Zhi [Present]

3. Discussed Content**Topic**

- a) Go through slides for Mentor Pitch
- Flow of presentation



i. Issues
ii. Solutions
iii. Application Functionalities
iv. Why Shake?
v. Target Market
vi. Competition
vii. The Team
b) <u>Prepare Scripts for Individual Portions</u>
c) <u>Rehearse for Mentor Pitch</u>

4. Next Meeting	
Date of Meeting: (Day Month Year)	17 September 2013
Time: (hh:mm to hh:mm)	12:00 to 15:00
Venue:	Library Project Room 4.3

5. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)		
Description	Prepared by	Due Date

Minutes Prepared By Victor Lee Hong Zhi

Date 15 September 2013

Vetted and Edited By Tan Rui Jia Noelle

Date 15 September 2013