

TEAM R&I

Internal Meeting Agenda

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|--------------------------------------|------------|------------------|---------------|
| Meeting/Project Name: | 2018T2 R&I | | |
| Date of Meeting (DD/MM/YYYY): | 25/09/2018 | Time: | 15:30 – 17:30 |
| Meeting Facilitator: | Liting | Location: | LKS PR 4-15 |

1. Meeting Objective

1. Preparation for next meeting with Prof Alan

2. Attendees

| Name | Attendance | Remarks |
|--------------------------|------------|---------|
| Chow Li Ting | Present | - |
| Teng Shu Yan Rachel | Present | - |
| Thevakumaren S/O Morgaya | Present | - |
| Raghav Gowri Sankar | Present | - |
| Mok Hao Ze Benjamin | Present | - |
| T S Kautham | Present | - |

3. Pre-work/Preparation (Documents/Handout to bring, reading materials, etc)

| Description | Prepared By: |
|--|--------------|
| Read through SMU tBank user guide and understand their existing system and processes | Everyone |
| Brainstorm for how we could provide them with additional solution to their existing system | Everyone |

4. Agenda and Notes, Decision, Issues

| Topic | Owner |
|---|--------|
| <u>Preparation for meeting with Prof Alan</u> <u>Summary of Discussion:</u> <ul style="list-style-type: none">• Discuss on the preferred technology that should be used for the project• Discuss question that we would like to clarify with the sponsors• Administration matters<ul style="list-style-type: none">○ House Rules<ul style="list-style-type: none">▪ Open Communication▪ Do not be late for any meeting | Liting |

5. Action Item

| Action | Owner | Due Date |
|---|--------|---------------------------------|
| Consolidate the team's doubts and address them to Prof Alan on the upcoming meeting | Liting | 28 th September 2018 |

6. Next Meeting (if applicable)

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|--------------------|--|
| Date (DD/MM/YYYY): | 02/10/2018 |
| Time | 1530 |
| Location | LKS PR 4-16 |
| Objective | Continue discussion for work required in the upcoming iterations |