

**Final Year Project
Meeting Minutes**

Meeting Information	
Date:	16 th June 2014
Time:	1900
Venue:	Singapore Management University

Attendees:	<ol style="list-style-type: none">1. Jong Hyeok Lee2. Benjamin Chan3. Joel Woo4. Lavinia Tay
Absentees:	NIL
Meeting Agenda:	<ol style="list-style-type: none">1. Brief supervisor on project overview and deliverables2. Update supervisor on project progress3. Clarify supervisor's expectation for upcoming acceptance presentation

Task Assignment		
1.	Team	Team to consider the direction that supervisor provided, and work towards expectation for acceptance as well as the project as a whole. Meeting will be scheduled with sponsor to discuss about issues and concerns that supervisor raised, including measurement of project success and preparation for live deployment.

The meeting was adjourned at 2230. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,
Joel Woo

Vetted and edited by,
Lavinia Tay