Meeting Information

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| **Title of Meeting:** | **QUEST FYP Meeting #2** |
| Date/Time: | 25 August 2010, 1200 – 1310 hrs |
| Venue: | SMU Library Proj Room 4-18 |
| Agenda: | * Finalize team mission and vision * Choose a project from project list |
| Minuted by: |  |
| Reviewed by: |  |
| Vetted by: |  |

Present

| **S/No** | **Name** | **Role** | **Organisation** |
| --- | --- | --- | --- |
|  | Bau Hon Tzern | Project Manager | QUEST |
|  | Christina Choi |  | QUEST |
|  | Desmond Ho |  | QUEST |
|  | Dai Wenjing |  | QUEST |
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|  |  |  |  |

Absent with apologies

| **S/No** | **Name** | **Role** | **Organisation** |
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KEY DECISIONS

1. *Mission and vision of our team*

* Decided that the team name will be **QUEST**.
* The acronym **QUEST** represents “**Q**uality, **U**nderstanding, **E**xcellence, **S**olution, **T**eam work”.
  + Quality means quality towards excellence, quality products for our client that meet their business needs (Quality entails both timely product release and functional requirements are made)
  + Understanding (to understand our team dynamics and capability to better meet the needs of our clients. While we continue to expand our learn-to-learn capability)
  + Excellence (strongly motivated , delivery excellence)
  + Solution (aligning technology and business needs, tap on technology advantages to solve business issues/problems)
  + Teamwork (working hand in hand to delivery together)

NOTES OF MEETING

| **S/N** | **Topic** | **Discussion Point** | **Action By** |
| --- | --- | --- | --- |
|  | Finalize team mission and vision | 1. Desmond lead us through the discussion for this topic. 2. *Mission and vision of our team*  * Quality towards excellence * Quality products for our client that meet their business needs (Quality entails both timely product release and functional requirements are made) * Working Hand in hand to delivery together * Strongly motivated , delivery excellence * Aligning technology and business needs * make use of technology to solve business issues/problems * to enhance our "learning to learn" capability throughout our FYP period, and flexible to the fast and ever changing need of the client's needs * to understand our clients’ needs, our team’s capability, our fyp requirement, and finally, coincide these three and coincide changing needs of our clients, while enhancing our “learning to learn” capability. * To understand our team dynamics and capability to better meet the needs of our clients. While we continue to expand our learn-to-learn capability.  1. *Team Name (wrt vision and mission)*  * QUEST (Q = Quality, U = ~~Unique~~/understanding ~~needs/unity~~, E=excellence/~~efficiency~~, S=~~standards~~/solutions, T= teamwork) * ACE (A=adaptability, C = creative, E= excellence) * CRISP (C= creativity, R=relationship, I=innovative, S=standard, P= perseverance/~~potential)~~ | All to note |
|  | Types of project | 1. Bau lead us through the discussion for this topic. 2. *Possible projects that we want*  * **Talking to a car**. Desmond emailed prof Heng Ngee for a team meet up on Monday 30th August to find out more about the project. * **Kampong Temasek.**   After note: after discussion with Prof Heng Ngee, we will then decide on our project list. | All to Note |
|  | Any other matters |  | All to note |
|  |  | There being no other matters, the meeting ended at 1.10pm. |  |
| 6 | Next Meeting | To confirm after meet up with Prof Mok.  Agenda:   1. Project List 2. Team logo | All to note |

ATTACHMENTS TO NOTES OF MEETING

**QUEST Meeting Slides:**