

Internal Meeting Minutes #9

Meeting Date	29 May 2016
Meeting Time	1100-1230
Mode	Online
Location	Pune, India & Singapore
Internal?	Yes
Members Present	All members were present
Agenda	<ol style="list-style-type: none">1. Update on another about our progress for our individual tasks, as assigned in our previous meeting2. Discuss on the contents of the proposal
Meeting Minutes	<ul style="list-style-type: none">• Discussed on the contents of the proposal• Edited project timeline and scope after discussion about the functionalities, modules and iterations
Upcoming To Dos	<ul style="list-style-type: none">• Assigned tasks to each member to work on – Market and technological research (Chong Yong & Alex), work on prototype (Jared & Wei Jie), work on design of Wiki page (Eustace), edit proposal & liaise with client (Jing Ying)

The meeting was adjourned at 12.30pm. These minutes will be circulated and adopted if there are no amendments in the next day.

Prepared by,
Tay Jing Ying

Vetted and edited by,
Tan Chong Yong