

**Final Year Project  
Meeting Minutes**

<b>Meeting Information</b>	
<b>Date:</b>	3 <sup>rd</sup> November 2014
<b>Time:</b>	1200
<b>Venue:</b>	SMU Library Level 4

<b>Attendees:</b>	<ol style="list-style-type: none"> <li>1. Joel Woo</li> <li>2. Benjamin Chan</li> <li>3. Lee Jong Hyeok</li> <li>4. Lavinia Tay</li> </ol>
<b>Absentees:</b>	
<b>Meeting Agenda:</b>	<ol style="list-style-type: none"> <li>1. Preparation for meeting with Ramky</li> </ol>

<b>Summary of Meeting &amp; Task Assignment</b>		
1.	Team	<p><b>Preparation for meeting with Ramky</b></p> <p>One of the sub-contractor agency under NEA has accepted our meeting and we will be meeting them.</p> <p>This meeting is to prepare the demo of the iOS and web application as well as the presentation slides to present to them.</p>
2.	Joel	Prepare storyboard for video pitch

The meeting was adjourned at 1700. 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