



INTERNAL MEETING MINUTES

Iteration No.	10
Meeting No.	2
Date of Meeting: (Day Month Year)	16 April 2014
Time: (hh:mm to hh:mm)	12:00 to 16:00
Venue:	SIS CR 3.1
Meeting Chairperson	Tan Rui Jia Noelle

1. Meeting Agenda

(a) Finals Preparation

2. Attendance**Name [Absent/Present]**

Bie Ya Qing [Present]

Low Wen Guang [Present]

Sebastian Kiran Joy [Present]

Tan Guo Hao [Present]

Tan Rui Jia Noelle [Present]

Victor Lee Hong Zhi [Present]

3. Discussed Content**Topic**

(a) Finals Preparation

- a. Go through slide deck and prepare for final supervisor meeting tomorrow
- b. Order of presentation



- i. Introduction & Project Overview: Kiran
- ii. Demo: ALL
- iii. Development: Yaqing
- iv. Project Management: Noelle
- v. Testing: Guo Hao, Wen Guang
- vi. Deployment: Victor
- vii. Reflections & Moving Forward: ALL

4. Next Meeting	
Date of Meeting: (Day Month Year)	21 April 2014
Time: (hh:mm to hh:mm)	18:30 to 19:30
Venue:	SIS Level 2

5. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)		
Description	Prepared by	Due Date

Minutes Prepared By Tan Guo Hao, Victor Lee Hong Zhi

Date 16 April 2014

Vetted and Edited By Tan Rui Jia Noelle

Date 16 April 2014