**Central Institute of Technology**

**25 Aberdeen Street**

**Northbridge**

Minutes of the SIMWEM group 3 meeting held on Wed 11 August, 2010, at level 4, N432, group 3 table, commencing at 1.02 pm.

**PRESENT:** Jenny William, Lindsey Organ, Andros Ivansyah, Elizabeth Sein

**APOLOGIES:** No apologies

**MINUTES OF PREVIOUS MEETING:** distributed and read before meeting

**MATTERS ARISING FROM PREVIOUS MINUTES:** No matters arising

**AGENDA** **ITEMS**

1.1 Checked each team members’ articles. All of them were great

* 1. Clarified that the business advertising order form has a signature
  2. Talked about administrative roles and articles. Articles should be uploaded to wikispaces for the administration assistant to edit.
  3. Deadline of articles collection – 16 August 2010

**ANY OTHER BUSINESS:** No other business

**DATE OF NEXT MEETING:** 16 August, 2010 at 9.00 am

**CLOSE OF MEETING:** 1.09 pm.

**Andros Ivansyah 11/8/10**

**Chairperson Date**