Atom Collaboratives

Meeting Minutes

March 17, 2016
SIS Meeting Room 4.1
Members Present: Professor Kam Tin Seong
                        Yan ShaoHong Chris
                        Yo Wee King
                        Macus Khoo Jun Hao
Agenda: 1) Project Clarifications
Next meeting: 2 weeks from now; TBC

Announcements

1. No announcements were made prior to the start of the meeting.

2. The meeting commenced at 1500H and ended 1520H.

Discussion

Overview

3. The project manager, Chris, has briefed Prof Kam on the progression and competition of the project thus far. The team gone through what was the work done for each member.

4. Prof Kam also went through some of the feedbacks based on our interim progression. He felt that the team is progressing well and is on the right track in the analysis. However, given that the team just submitted the full-paper 2 days ago, Prof Kam did not have sufficient time to look at it. He suggested the team to meet him again next week for feedback.

Project Management

5. Given the timeline of the project that it is ending soon, the team discussed with Prof Kam about the final deliverables for the last submission on 17 Apr. It is established that the team need to submit 5 deliverables on that day, slides, final paper, wiki, poster and working files.

6. Lastly, Prof Kam also talked about the sequence of events for the undergraduate conference. The team was told that they will be presenting their findings and analysis to the crowd in the 30 mins sharing session. Prof Kam advise the team to work hard on that, as that will hold a high percentage of the final deliverable marks.

7. With no further matters arising, the meeting was concluded at 1145H. The team will arrange for another session with MRC to find out more information and getting the data.

Summarized Action Items

S/N.	Description	Action By
1.	The team will work the suggestion Prof Kam and prepare for Final deliverables submission	Atom

This meeting was adjourned at 1520H. The meetings will be circulated and if there are no amendments reported in the next three days.

Prepared by,
Yo Wee King

Vetted and edited by,
Yan ShaoHong (Chris)