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| Date: January 23, 2018 |
| Time: 1330 – 1400hrs |
| Location: SIS SR4.7 |
| Attended By: Josh Ho, Friedemann Ang, Mdm Meena |

**Instructor Meeting Minute 01**

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| **No.** | **Agenda** | **Action By:** |
| 1 | Share results from our proposal with Mdm Meena   * Mdm Meena advised us to get a hold of the data as how the data looks like will affect which tools we could use * It’s also important that the dataset has enough points to train the data | Both |
| 2 | Ask for Mdm Meena’s guidance on feasibility   * Depending on dataset, it should be possible to isolate/cluster * She advised us to make the problem statement more specific * Find out exactly what deliverable we are looking for and how we can guide Arup to know how they can improve | Both |
| 3 | Get NDA signed   * We were reminded to be careful about any sensitive infomation | Both |

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| **No.** | **Tasks Allocated** | **By (date):** | **Action By:** |
| 1 | Minutes to shared | January 24 | Josh |
| 2 | After viewing the data, explore internally first before scheduling meeting with Mdm Meena again | January 31 | Both |
| 3 | Report to Mdm Meena with revised problem statement | January 31 | Both |