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

**Instructor Meeting Minute 01**

|  |  |  |
| --- | --- | --- |
| **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 |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |