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| <b>Date</b>      | Tuesday, 10/04/2018   |
| <b>Time</b>      | 15:00 – 16:00   |
| <b>Venue</b>     | SIS GSR. 4-6  |
| <b>Attendees</b> | Tan Yong Jin, Wu Wei, Wang Miaoqiong<br>Supervisor: Prof. Meena |
| <b>Agenda</b>    | <b>Discuss presentation matters</b>                             |

| S/N      | Item Discussed                      | Remarks   |
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| <b>1</b> | <b>Discuss presentation matters</b> | We met up with project supervisor to discuss presentation matters. During the meeting, we clarified what should be present. From prof. Meena, our presentation should follow the paper flow, we need to give an introduction, objective/motivation of the project. Literature review also need to be discussed during the presentation. Then, we could discuss the methodology, our insights/findings, follow by a conclusion/ some learning points. The presentation time should be controlled in 20~25 minutes. |

Prepared by,

Wang Miaoqiong

Vetted by,

Tan Yong Jin

Wu Wei