

Team Meeting 22

Date:	20 Apr 2017
Time:	12pm – 7pm
Venue:	SMU Labs
Attendees:	Tan Jun Rong Lim Yu Xiang Bendexter Wang Jing Xuan
Absentees:	
Agenda:	Final Submission Deliverables

No.	Details	Action By	Due Date
1	<p><u>Final Research Paper</u></p> <ul style="list-style-type: none"> - Finish up write-up for report and any feedbacks given by both sponsor and supervisors to be edited 	Jun Rong	-
2	<p><u>Collation of Artifacts</u></p> <ul style="list-style-type: none"> - Ensure all artifacts are working well - Zip into file for submission 	Wang Jing Xuan	-
3	<p><u>Wiki</u></p> <ul style="list-style-type: none"> - Preparation of Wiki page ready for final submission viewing 	Bendexter	-
4	<p><u>Vetting of Research Paper</u></p> <ul style="list-style-type: none"> - Going through the research paper to pick out any mistakes 	Jing Xuan and Bendexter	-
5	<p><u>Slides</u></p> <ul style="list-style-type: none"> - Preparation of presentation slides for Poster day 	Jun Rong	-

Prepared by,
Bendexter Lim
Vetted and edited by,
Tan Jun Rong