Date	Tuesday, 03/04/2018
Time	13:00 − 18:00
Venue	LKS Lib proj. 4-14
Attendees	Tan Yong Jin, Wu Wei, Wang Miaoqiong
Agenda	a. **Update wiki page** b. **Update project documentation, incl. meeting minutes, handover notes** c. **Discussed research paper contents (based on the feedbacks collected from Prof. Kam and Meena)**

S/N	Item Discussed	Remarks
1	**Update wiki page**	Update project progress, workplan, and project milestone. **In Charge: Wang Miaoqiong, Wu Wei**
2	**Update project documentation, incl. meeting minutes, handover notes.**	We also updated meeting minutes, includes, internal meeting minutes, project sponsor meeting minutes, project supervisor meeting minutes. **In Charge: ALL**
3	**Discussed research paper contents (based on the feedbacks collected from Prof. Kam and Meena)**	Based on feedbacks collected and group discussion, our final research paper will mainly focus on database management, which will specify the components, such as, Data migration, database standardisation, data cleaning. Based on that, we will change our abstract, paper title to make it more aligned with the main content of the paper. Our literature review will include, such as comparison between file-based storage and database management, database selection (why MSSQL is selected as final solution), why we choose Power BI for the daily report generation. We will also discuss how these techniques can be used to benefit our project sponsor, how we develop our solution and the future works that can be implemented based on our solution. Detailed design of our final research paper can be seen from below screen shot.
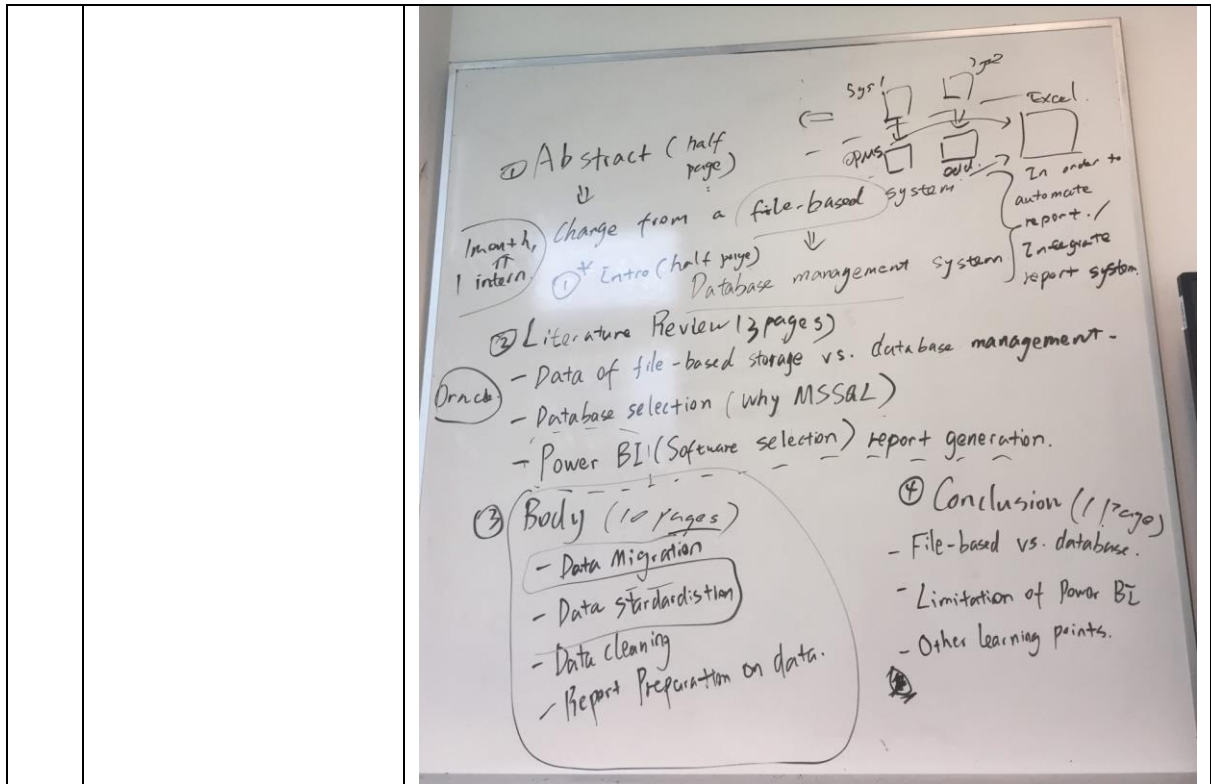
Prepared by,

Wang Miaoqiong

Vetted by,

Tan Yong Jin, Wu Wei