



SUPERVISOR MEETING 5

Date	01 March 2017
Time	2pm to 3pm
Venue	School of Information Systems Meeting Room 4.7
Attendees	Prof. Kam Tin Seong (Supervisor) Wei Xiaoxin Wu Di Zheng Xiye
Absentees	nil
Agenda	<ol style="list-style-type: none"> 1. Define work scope after mid-term 2. Gather requirements for final submission

AGENDA

No.	Task	Follow-up
1	<p>Define work scope after mid-term</p> <ul style="list-style-type: none"> ✓ We consulted Prof. Kam for our work scope after mid-term. We told Prof. Kam that our sponsor expected us to complete all the reports and data cleaning, and we would not be able to work on the visualization dashboard due to time constraint if that's the case. However, we would rather work on the visualization part as we believe that would add extra values for our sponsor and we would have a better case to present for the final. ✓ Prof. Kam suggested us finish one more data cleaning and report generation for the sponsor and then work on the visualization dashboard. Prof. Kam also told us he would contact our sponsor for explanation and update. 	
2	<p>Gather requirements for final submission</p> <ul style="list-style-type: none"> ✓ Research paper would carry a heavy weightage for the final grading. Hence Prof. Kam suggested us spending more time on it. 	

The meeting was adjourned at 3:00pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Wei Xiaoxin

Vetted by,

Wu Di, Zheng Xiye