

# SUPERVISOR MEETING MINUTES #2

Date: 20/01/2015  
 Time: 14:00  
 Venue: SIS Meeting Room 4.1

Attendees: Luqman, Trecia  
 Apologies: Nil  
 Agenda: 1. Supervisor Meeting Requirements  
 2. Confirmation of project topic on JHS  
 3. Proposal Requirement  
 4. Any other business

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S/N	Note / Task	Actor	Due Date
1.	Need to take minutes for every meetings	Luqman, Trecia	Every supervisor meeting
2.	Schedule meeting with JHS to know more about ALOS Project  Report details client meeting to supervisor next meeting	Luqman, Trecia	23/01/2015  27/01/2015
3.	Proposal Submission <ul style="list-style-type: none"> <li>- Need include version history, background, objective, scope, data required, schedule, dependency, reference</li> </ul> Update Wiki	Luqman, Trecia	26/01/2015

The meeting was adjourned at 14:50 . These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,  
Trecia Koh

Vetted and edited by,  
Luqman