26 Jan 2017 Supervisor Meeting 4

Created by: Chermain Ang (26/01/17)
Edited and Vetted by: Jeremy Ong (27/01/17)

DATE	TIME	VENUE
26-Jan-17	2:00 PM – 3:00 PM	SMU SIS MR 4.6

Meeting Type	Supervisor Meeting
Facilitator	Chermain Ang
Note taker	Gareth Ng
Timekeeper	Jeremy Ong
Attendees	Chermain Ang (CA), Gareth Ng (GN), Jeremy Ong (JO), Prof Kam Tin Seong (TS)
Absentees	NA
Agenda	1. Revised Project Scope 2. Change in Sponsor and Project

MEETING ITEM 1: Revised Project Scope		Time Allocated 40 mins
Name	**Discussion**	**Follow Up By**
CA	a. Shared with Prof Kam the new project scope from the sponsor. b. Requirements are different from the proposal. c. Sponsor now wants an internal web map service. d. Discussed with Prof Kam on the timeline/phases of the project which was proposed by the sponsor. e. Asked Prof Kam on how the team should move forward with the project.	
TS	f. Shared that 4 weeks for phase 1 of the project is not long enough as the team also needs to do UAT. g. The revised project is out of the context of practicum and it is more of a project for FYP. h. Recommended that the group should find a new sponsor.	JO
Remarks		

MEETING ITEM 2: Change in Sponsor and Project		Time Allocated 20 mins
Name	**Discussion**	**Follow Up By**
TS	i. Checked for available projects for the team. j. Recommended an analytics project from Prof Vivien Koh. k. The team can help Prof Koh with her project as she is currently facing a roadblock with her project.	

	l. Mentioned that the data is readily available.	
CA	m. Mentioned that she is currently taking the capstone class under Prof Koh and will send an email to discuss the project with her after the capstone class.	CA
JO	n. Thanked Prof Kam for his advice and called an end to the supervisor meeting.	
Remarks		

To-do

No.	Action Items	Person I/C	Deadline	Remarks
1h	1. Send email to Sean stating that the team will not be continuing with the project.	JO	26 Jan 17	
2m	2. Send Prof Koh an email to discuss on the project she needs help with.	CA	26 Jan 17	