

SUPERVISOR MEETING MINUTES #1

Date: 13/01/2015
Time: 14:00
Venue: SIS Meeting Room 4.6

Attendees: Luqman, Trecia

Apologies: Nil

Agenda: 1. Preparation and selection of project topics to kick start project
2. Any other business

S/N	Note / Task	Actor	Due Date
1.	Read up on Average Length of Stay (ALOS) <ul style="list-style-type: none">- Analysis of ALOS- Main discussion & studies	Luqman, Trecia	13/01/2015
2.	Consider another project topic if JHS could not provide data in time.	Luqman, Trecia	-

The meeting was adjourned at 14:45. 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