

## **Atom Collaboratives**

### Meeting Minutes

*April 5, 2016*

*Professor Kam's Office*

*Members Present:* Professor Kam Tin Seong  
Yan ShaoHong Chris  
Yo Wee King  
Macus Khoo Jun Hao

*Agenda:* 1) Project Clarifications

*Next meeting:* 2 weeks from now; TBC

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### **Announcements**

1. No announcements were made prior to the start of the meeting.
2. The meeting commenced at 1430H and ended 1520H.

### **Discussion**

#### **Overview**

3. The project manager, Chris, has briefed Prof Kam on the progression and competition of the project thus far. The team gone through what was the work done for each member.
4. Prof Kam went through the paper and giving his inputs to improve the quality of the papers. It is mentioned that the team will need to review the Abstract and Introduction, as it does not provide sufficient of what the team is going ahead on the analysis.
5. Prof Kam also suggested the team to mask the name of the companies that the team is working with. Replacing those words with a research consultancy firm and authority.
6. Prof Kam picked up that some of the figures have missing labels and requested the team to look at all the pictures, screenshots, attached images and tables are properly labeled.

#### **Project Management**

7. Lastly, Prof Kam wishes the team all the best for the final exams as well as looking forward to see the team on the conference.
8. With no further matters arising, the meeting was concluded at 1520H. The team will arrange for another session with MRC to find out more information and getting the data.

**Summarized Action Items**

<b>S/N.</b>	<b>Description</b>	<b>Action By</b>
1.	The team will work the suggestion Prof Kam and prepare for Final deliverables submission	Atom

This meeting was adjourned at 1520H. The meetings will be circulated and if there are no amendments reported in the next three days.

Prepared by,  
Yo Wee King

Vetted and edited by,  
Yan ShaoHong (Chris)