

Date: 08 April 2016

Time: 04.00pm to 06.30pm

Venue: SMU School of Information Systems
Level 3

Attendees: Leong Junkang, Gabriel – Team Skulptors Member
Tan Siying – Team Skulptors Member
Zhou Xuanyi – Team Skulptors Member

Absentees: NIL

Agenda: 1. Discussion on work progress.

Discussion:

1. Debugging and testing of dashboard.
2. Refining of final report content and possible improvement of report.
3. Discussion of possible design for poster.
4. Discussion on outline of final presentation.
5. Team reflection of finals preparation progress.
6. Discussion of final presentation slides with sponsors.

Action Items:

No.	Task	In-charge	Due date
1	Debugging and testing of dashboard.	Tan Siying Zhou Xuanyi	13 April 2016
2	Wiki updates.	Gabriel Leong	13 April 2016
3	Report writing.	Gabriel Leong	13 April 2016
4	Presentation slides preparation.	Team Skulptors	13 April 2016
5	Poster preparation.	Gabriel Leong	13 April 2016

The meeting was adjourned at 06.30pm. This minute will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Gabriel

Leong Junkang, Gabriel

Vetted and edited by,



Tan Siying