

Supervisor Meeting 7

Date:	22 Mar 2017
Time:	5-6pm
Venue:	Prakash's Office
Attendees:	Lim Yu Xiang Bendexter Tan Jun Rong Wang Jing Xuan Prakash
Absentees:	
Agenda:	Sharing of updates with Prof

No.	Details	Action By	Due Date
1	<ul style="list-style-type: none"> <li>- Follow guidelines to the final submission strictly, conforming to the SAS Global Forum standards</li> <li>- Abstract's methodology can bring in the fact that numerous academic libraries faced the same issue of not being able to extract the search queries out of the EZproxy data log. Thus, they are unable to better optimize the search databases for users.</li> <li>- Abstract to include solution choices</li> <li>- Paper to be concise in about 5 pages</li> <li>- Paper to include how our team respond to changes in requirements and subsequently adjusting the project objectives</li> <li>- Prof offered free consultation if we require more of it</li> </ul>	All	7 Apr 2359 for Abstract and Draft paper submissions

The meeting was adjourned at 6pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

**Agenda for next meeting**

1. Final paper writing and consolidation of pre-processing into a singular platform

Prepared by,

Tan Jun Rong

Vetted and edited by,

Bendexter Lim & Jing Xuan