

SUPERVISOR MEETING MINUTES #3

Date: 27/01/2015
 Time: 14:00
 Venue: SIS Meeting Room 4.1

Attendees: Luqman, Trecia

Apologies: Nil

Agenda: 1. Collection of data
 2. Organise a meeting with sponsor / stakeholders
 3. Readings on the literature paper
 4. Any other business

S/N	Note / Task	Actor	Due Date
1.	Contact Fu Yue and Christine to get dataset	Luqman, Trecia	31/01/2015
2.	Contact Christine to confirm if there is a meeting going on for Friday (30/01/2015). Contact Christine to arrange meeting with Medicine department stakeholders.	Luqman, Trecia	Before 30/01/2015
3.	Read up the literature paper to get some content of LOS	Luqman, Trecia	-

The meeting was adjourned at 14:35. 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