

## **Atom Collaboratives**

### Meeting Minutes

*March 29, 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 1500H 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 mentioned that prior to the last weekend full paper submission, he would like to have more time to review them, and advise the team further next week.

#### **Project Management**

5. With the understanding that the project is reaching its end, the project manager, Chris, has asked to understand the final deliverables and due dates so that he can forward plan the team's schedule in completing on time.
6. Lastly, Prof Kam also talked about the sequence of events for the undergraduate conference. The team was told that they would be presenting their findings and analysis to the crowd in the 30 mins sharing session. Prof Kam advise the team to work hard on that, as that will hold a high percentage of the final deliverable marks. Additionally, for the final submission, the team will need to wrap up the project and submit all their final reports and working files for the project.

7. 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)