

## SUPERVISOR MEETING MINUTES#11

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**Date:** 7 Nov 2014  
**Time:** 12:30 pm  
**Venue:** SIS SR 2-7

**Attendees:** Trecia, Zhen Jie, Terence & Ming Min

**Apologies:** Jinq Yi

**Agenda:**

1. Poster
2. UAT3
3. Functions
4. Any other business

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	Notes/tasks	Actor	Due Date
1.	<u>UAT</u> - Need to show analyse of data consolidated and show prof the next meeting.	All	20/11/2014
2.	<u>X-factor</u> - Live deployment is extremely critical/important  <u>Maintenance</u> - Discussed proposal of system maintenance by SMUSA/OSL	All	20/11/2014
3.	- Need to demo only additional functionality that was added after Mid-Term to Supervisor the next meeting.	All	20/11/2014

The meeting was adjourned at 01:00 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

*Ming Min*

Vetted and edited by,

*Ng Zhen Jie*