

## SUPERVISOR MEETING MINUTES#7

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**Date:** 3 Oct 2014  
**Time:** 12:50 pm  
**Venue:** SOE SR 2-6

**Attendees:** Trecia, Zhen Jie, Terence, Ming Min & Jinq-Yi

**Apologies:** Nil

**Agenda:** 1. Mid-term Presentation Slides  
 2. Any other business

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	Notes/tasks	Actor	Due Date
1.	<p>Comments by supervisor:</p> <ul style="list-style-type: none"> <li>- Abbreviation used should be explained. Outsiders are not as clear about the short forms as us.</li> <li>- We could try to put the system on live (probably we can discuss the possibility with our client)</li> <li>- Make sure the reviewers understand the structure of our use hierarchy. Unlike other applications, this is one that involves many processes with different flows yet all dependent on the User Hierarchy.</li> <li>- To be more concise in our reasons for scope change i.e. requested by client or proposed by us</li> <li>- Time management for our mid-term is crucial. We have to scope down and show the main things we want to show. Slides that span too much on unimplemented functions could be hidden as backup slides instead. Focus on our implemented functions.</li> <li>- X factor and technical complexity cannot overlap.</li> <li>- Technical Complexity refers to the complexity of our algorithms etc for our CORE FUNCTIONS.</li> </ul>	All	6 Oct 2014

The meeting was adjourned at 02:00 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

*Lee Jinq-Yi*

Vetted and edited by,

Ng Zhen Jie