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| **IS480 Supervisor Meeting Minutes (6 Aug)** |

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| **Date** | 6 Aug 2014 |
| **Time** | 15:00am - 15:30am |
| **Venue** | SIS Level 4 |
| **Attendees** | Kenneth Liow  Ying Neng |
| **Agenda** | Update supervisor (Steven Hoi) with the entire project (i.e project scope, timeline, demo) and current team’s progress of the project.  Discuss preparation on road to Acceptance |

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| **S/N** | **Meeting Points** | **Follow Up Actions** |
| 1. | * Need to beef up more on analytics section. Discuss in specific what metrics the team is planning to use in the administrator module | Kenneth to research and pen it onto wiki |
| 2. | * Make checks on the system to see if it is slow (Might be due to the slow network) | Melvin to make checks |
| 3. | * Tighten all loose ends on the demo. Prepare a scenario for the demonstration | Melvin Ying Neng to prepare demo for acceptance |
| 4. | * Tidy up wiki and make sure that all content required is filled | - |
| 5. | * Check with sponsor if he is free for Acceptance presentation | Hattie to liaise with sponsor |

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| **Prepared By** | Kenneth Liow |
| **Time** | 6 Aug 2014, 15:30pm |

**The meeting was adjourned at 15:45pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.**