

**Date:** 25 January 2018  
**Time:** 7pm  
**Venue:** SMU SIS Level 3 bench

**Attendees:** Gerald Tan  
Bertran Queck  
Yeo Yi Xiang  
Jamie Chew  
Toh Yi An

<b>Agenda:</b>	<ol style="list-style-type: none"><li>1. Discuss execution of Proof-of-Deployment #1<ol style="list-style-type: none"><li>a. Confirmation of Lab Guide and Lab Procedures</li></ol></li><li>2. Demo &amp; preparation for deployment</li><li>3. Discussion of Questionnaire questions</li><li>4. Confirmation of Glossary of Terms</li><li>5. Admin Interface<ol style="list-style-type: none"><li>a. Scoreboard</li></ol></li><li>6. Work allocation</li></ol>
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The meeting was adjourned at 9pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,  
Jamie