**Supervisor meeting 25 Sep 17**

* Mdm. Ong fine with the dashboard and the KPIs displayed
* Re-confirmation of KPIs (Metrics) as on the Wiki
  + Is there As-Is process/status -> make use of the current figures for comparisons to be made
* Acceptance date to be confirmed: Suggested date and time 12th or 13th October afternoon
* December holiday project schedule: Midterms date might need to be adjusted: pending Ben’s approval

**DCM**

* Purpose 1: everyone in the team knows what everyone else is doing
* Purpose 2: Support for the supervisor to grade the students
* Make updates at least twice per week.
* Separate update from me to the prof on the overview – gather feedback from prof is necessary and disseminate to the rest of the team.