



TEAM HEI

TEAM MEETING MINUTES 14, 20 JANUARY 2015

Subject:	Minutes 14
Date:	20 January 2015
Time:	12.00 pm
Venue:	SMU Library, Project Room 2-5
Secretary:	Ngoh Jun Dat

Attendees:

1. Ngoh Jun Dat
2. Chester Chiew Wei Hong
3. Jasmine Lin Qianru
4. Keith Tan Xiang Wei
5. Kong Yu Ning

Meeting Agenda:

1. Project Updates
2. User Test 02
3. Client Meeting Slides
4. Supervisor Meeting Slides
5. Midterm Presentation Slides Outline

Planned Agenda

1. Project Updates

1.1. Yu Ning, Keith and Chester provided updates to the tasks in Sprint 8 and mentioned that the team is currently in the midst of integrating the different components.

2. User Test 02

2.1. User Test 02 has proceeded as plan and is currently awaiting email recipients to open the emails.

3. Client Meeting Slides

3.1. Jun Dat to work on the Client Meeting slides for the meeting on Thursday, 22 January 2015.

3.2. Jun Dat to include the updates provided by the team in the Client Meeting slides.

4. Supervisor Meeting Slides

- 4.1. Jun Dat to work on the Supervisor Meeting slides for the meeting with Prof Ben on Friday, 23 January 2015.
- 4.2. Jun Dat to include the updates provided by the team in the Supervisor Meeting slides.

5. Midterm Presentation Slides Outline

- 5.1. Jun Dat to continue to work on midterm presentation slides outline and to complete a first draft by 23 January 2015.

Action Items:

Task	Due Date	Member in-charge
Client Meeting Slides	22 January 2015	Jun Dat
Supervisor Meeting Slides	23 January 2015	Jun Dat
Midterm Presentation Slides Outline	23 January 2015	Jun Dat

The meeting was adjourned at 3.00 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Ngoh Jun Dat

Vetted and edited by,

Kong Yu Ning