

SUPERVISOR MEETING MINUTES#10

Date: 17 Oct 2014
Time: 12:30 pm
Venue: SIS SR 2-7

Attendees: Prof. Young Soo, Trecia, Zhen Jie, Terence, Ming Min & Jinq-Yi

Apologies: Nil

Agenda:

1. Post Mid-term Feedback
2. Project Progress
3. Any other business

	Notes/tasks	Actor	Due Date
1.	Supervisor comments: <ul style="list-style-type: none"> • Attendee of our presentation – need to counter question like deployment, outstanding point about our system. • Our strength is at demonstration, presentation is not very good, can take reference from other teams such as Chi-e, Team Xcellence, Happy Sounds. 	All	
2.	Vendor Recommendation	Terence	
3.	Supervisor weekly meeting changed to bi-weekly meeting. PM to send email to confirm meeting with supervisor.	All	
	UAT – show prof our UAT test cases before 17/10/2014	Trecia	

The meeting was adjourned at 01:00 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,

Terence Chu