

TEAM ELEMENT
SUPERVISOR MEETING 14 MINUTES, 31 MARCH 2016

Date	31 March 2016
Time	1400
Venue	SIS office 5018
Attendees	1) Cassandra Thai Jia Ying 2) Nguyen Nhat Minh 3) Stella Wong Hui Min 4) Prof Xiong Jie
Agenda	1) Review of presentation

Review of Presentation Demo and further actions

- Demo the integrated LSP forms, still left the exporting of pdf to be completed.
- Analytics is completed, but not fully tested
- Prof asked for us to finish our functions by next Wednesday when we meet him and give him a run through for the demo
- He also mentioned that he wants to go through the presentation with us either on Friday or Sunday.
- We are also to prepare the hand over documents by Friday, as we are scheduled to meet our sponsor then

The meeting was adjourned at 1430. These minutes will be circulated and adopted if there are no amendments reported in the next 3 days.

Prepared by:

Stella Wong Hui Min

Vetted and Edited by:

Cassandra Thai Jia Ying

