

Date: 9 Feb 2018
Time: 12.45pm
Venue: SMU SIS 4048

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

Notes:	<ol style="list-style-type: none">1. Avoid using red for slides2. System architecture: can show the process flow by labelling3. Proof of deployment: always show purpose of conducting every lab survey4. Pre-survey: what does it show? to demonstrate relevance of tbuddy in student's curriculum, apart from demographics5. Month by year? clarify with sponsor regarding how he wants the dashboard to look like. e.g. layman tech terms or "english form"6. Clarifications on admin panel: think about use cases, think about what the tbank admin wants to see.7. Update POD on wiki
---------------	--

The meeting was adjourned at 1.30pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,
Jamie