

## Supervisor Meeting Minutes #5

Meeting Date	10 October 2016
Meeting Time	1400-1430
Mode	Physical
Internal?	No, with supervisor
Members Present	All members except Eustace as he was having lessons
Agenda	<ol style="list-style-type: none"><li>1. Review Mid Terms results with our Prof. Chris</li><li>2. Clarify certain questions regarding Finals</li></ol>
Meeting Minutes	<ul style="list-style-type: none"><li>• If our project is going to be a proof-of-concept, we will need a lot more user studies to support it</li><li>• We should try to get our application deployed on the sponsor's server</li><li>• Whatever we want the reviewers to remember, we should present again during Finals</li><li>• For Finals, we will need business impactful stories and we should be working on that area now</li><li>• Document what we passed to our client at the end of the project, and the date too</li><li>• We can also show how many functions have been validated by users</li></ul>
Upcoming To Dos	<ul style="list-style-type: none"><li>• Continue development for upcoming functionalities – DivTracker, News</li><li>• Plan for meeting with our sponsor</li></ul>

The meeting was adjourned at 2.30pm. These minutes will be circulated and adopted if there are no amendments in the next day.

Prepared by,  
Tay Jing Ying

Vetted and edited by,  
Jared Sim