

Supervisor Meeting Minutes #1

Meeting Date	11 August 2016
Meeting Time	1200-1230
Mode	Physical
Internal?	No, with supervisor
Members Present	All members were present
Agenda	1. Update our supervisor (Prof. Chris) on our team's progress throughout the past iterations and our UAT results
Meeting Minutes	<ul style="list-style-type: none">• Explained about our application to our supervisor• Discussed about our project's target audience and value proposition• Discussed strengths and flaws of the application• Discussed potential problems with user testing
Upcoming To Dos	<ul style="list-style-type: none">• Discuss on how to improve on our application• Discuss with client on the changes to improve our application• Prepare and rehearse for acceptance

The meeting was adjourned at 12.30pm. These minutes will be circulated and adopted if there are no amendments in the next day.

Prepared by,
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Vetted and edited by,
Eustace Zheng