SUPERVISOR MEETING 1

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| Date | 6th Dec 2017 |
| Time | 5 pm |
| Venue | SMU Meeting Room 4-6 |
| Attendees | Prof Tan Hwee-Xian  Ng Boon Thai  Amelia Lee  Chew Chin Rui  Ervin Chong  Huang Mingrui  Ricky Putra Franslay  Wang Qimin |
| Absentees |  |
| Agenda | 1. **Set Expectations with Supervisor** |

AGENDA

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| No. | Task | Follow-Up |
| 1 | **Expectations**  Updates: once every 2 weeks at a fixed timeslot  Each team member may get a slightly different grade, preferably whole team is around for all meetings.  Internal issues please raise to Boon Thai  Present updates on work done for every meeting.  Besides bi-weekly meeting, can look for supervisor anytime, just give advance notification.  Try to invite Boon Thai to all our meeting as well. Makes things easier for us.  Run thru all presentations with HX beforehand as well.  Thrash out all disagreement before the actual presentation (Impt for our grading)  Quota (Bell curve) for number of As, for HX to justify, need to do our best. Important to learn as much as possible, bond with each other and have fun.  Grading schemes are available on IS480 website.  FYI (Money side already settled, sign already)  SELF NOTE: DO PREPARE FOR ALL SUPERVISOR MEETINGS, AS IT WILL AFFECT OUR GRADES. PLEASE MAKE SURE THAT WE ARE STICKING TO OUR SCHEDULE.  Prepare update slides for all subsequent supervisor meetings. | Give supervisor a few timeslots to choose from for the biweekly meetings. |

The meeting was adjourned at 6pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Ervin Chong

Vetted by,

Amelia Lee