

**Date:** 14 December 2017

**Time:** 12.30pm

**Venue:** SMU SIS MR 4-3

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

**Agenda:**

1. Jan – meeting every 2 weeks at a regular timeslot
2. Highlight issues faced, updates of work done
3. Go through slides/presentation/demo before our actual presentation
4. Things to think about: Voice recognition for security
5. What is our value-add?  
For users: Analytics, insights, security  
Admin Insights: How long the session lasts for, popular/common requests

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