

**Date:** 23 October 2017

**Time:** 2pm

**Venue:** SMU SIS SR 2-2

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

**Agenda:**

1. Finalize on Proposal
2. Split the required task among members
3. Discuss and update on current progress of previous tasks

Pairs	Task
Jamie	<ol style="list-style-type: none"><li>1. Make Final changes to proposal</li><li>2. Submit the finalized Proposal</li></ol>
Jamie, Bertran	Finalize on Wiki design and group logo
Gerald	<ol style="list-style-type: none"><li>1. LiveChat Takeover</li><li>2. Work on RASA</li></ol>
Yi An	<ol style="list-style-type: none"><li>1. Running through all the API calls</li><li>2. Implement the remaining API calls for before acceptance</li></ol>
Bertran, Yi Xiang	<ol style="list-style-type: none"><li>1. Create Speech to Text UI and Integrate with Backend</li><li>2. Implement and Standardize on Information passing and Json Format</li></ol>
Jamie, Yi Xiang	Update Information on Wiki

The meeting was adjourned at 4pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,  
Jamie