

**Date:** 28 March 2018  
**Time:** 1.30pm  
**Venue:** SMU SIS MR 4-3  
**Attendees:** Gerald Tan  
Bertran Queck  
Yeo Yi Xiang  
Jamie Chew  
Toh Yi An

<b>Agenda:</b>	<ul style="list-style-type: none"><li>● Discussion<ul style="list-style-type: none"><li>○ Outstanding bugs to be resolved<ul style="list-style-type: none"><li>■ All done</li></ul></li><li>○ Individual leaderboard to be inserted (done)</li><li>○ Architecture diagram inserted into left panel (done)</li></ul></li><li>● Work allocation<ul style="list-style-type: none"><li>○ Jamie:<ul style="list-style-type: none"><li>■ POD2/3 Post Survey Link</li><li>■ POD2/3 Lab Guide</li></ul></li><li>○ Jamie and YX: Work on the wiki and slides<ul style="list-style-type: none"><li>■ Main Wiki page banner (done)</li><li>■ - Finals Wiki</li><li>■ - Project Overview: Update x-factor</li><li>■ - Project Mgmt: Change Mgmt Log</li><li>■ - Doc: Pending Minutes</li><li>■ - Finals Slides</li><li>■ - Project Mgmt: Update Metrics (YX)</li><li>■ - Project Mgmt: Review/Update Risks (YX)</li></ul></li><li>○ Yi An<ul style="list-style-type: none"><li>■ Prepare for POD 1</li><li>■ Consolidate UT4 results</li><li>■ Wiki Doc: UT4</li><li>■ Wiki Doc: POD2, POD3</li><li>■ Can also delegate certain functions to everyone for testing</li></ul></li><li>○ Bertran<ul style="list-style-type: none"><li>■ Revert the audio streaming</li><li>■ Frontend improvements based on UT4 observations</li></ul></li></ul></li></ul>
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	<ul style="list-style-type: none"><li>○ Gerald, Yi An<ul style="list-style-type: none"><li>■ Dialog Flow error handling</li></ul></li></ul>
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The meeting was adjourned at 2.30pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,  
Jamie