

**Meeting Minutes**

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| **Meeting Type** | Supervisor Meeting |
| **Meeting Number** | 12 |
| **Date & Time** | 23/3/2016 |
| **Venue** | SIS Level 4, Prof Prakash’s office |
| **Secretary** | Chor Yi |
| **Attendees** | Chung Kit  Chor Yi |

**AGENDA**

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| **No.** | **Agenda** |
| 1 | Wiki Update |
| 2 | UAT Update |
| 3 | Update functions |

**MINUTES**

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| **No.** | **Agenda** | **Discussion** |
| 1 | Wiki Update | Prof mentions that team is behind in updating wiki as such need to update wiki before 8th April deadline.  Prof also asks about how team is gng to go through functions for finals. Important to think through scenario and keep it as realistic as possible. |
| 2 | UAT Update | Prof asked about progress of UAT. Team is undergoing 4th and last UAT soon and as such will also be collating the results together with the 4th UAT.  Updates from client:  Firstly, Chung Kit and Chor Yi will be going down with Reactor Industries to a media event with Minister Sim Ann, educators and media to introduce and promote Starteur for Educators. The event will be held on 16th April  Secondly, Professar Sarah from NUS has expressed her interest in using Starteur for Educators for her business class next semester, with more than 300 students.  Thirdly, Rusydi will introduce Starteur for Educators in an overseas education conference on the 18th & 19th April. |
| 3 | Update functions | Prof wants to see full functionalities together with batch report functionalities. Team to implement it by next Wednesday. |

**ACTION ITEMS**

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| **Task** | **Due Date** | **In-charge** |
| Update metrics, UAT results | 2nd April 2016 | Chor Yi |
| Update meeting minutes | 30th Mar 2016 | Chor Yi |