Meeting Notes - 8 Apr 2022

THE LISTENING SQUAD
AI SOCIAL LISTENING TOOL

Meeting Minutes for 8 Apr 2022

Date:	📅 **08 Apr 2022**
Time:	🕐 3:00PM
Location:	MS Teams
Present:	@ Tian Le Cheow @ Chen Jian Yu @ ONG JHIN YEE _ @ Joshua Wong @ Ow Ling Jia
Absent:	@ Sarah Chin

🥅 Goals

To update supervisor on the current progress before final presentation and submission of deliverables. And to clarify the rubrics that were released earlier this week.

📝 Agenda

No.	Agenda Item	Remarks
1.	Clarify presentation and report rubrics	@ Ow Ling Jia
2.	Current project progress	
3.	Run through current prototype	@ ONG JHIN YEE _

🗣 Discussion topics

Agenda	Action By
Clarify presentation and report rubrics	

• In the final presentation grading rubrics, there is no component to go through the technical aspects of the application that we have developed. Does this mean that we need not go through them in the final presentation, and will only be required to include such details in the report?
• For project management, what does it mean including the wiki artefacts?
 	
Clarifications from Prof Thivya:
 	
• At most 5-10mins about the problem and why it is important and to whom it is beneficial to
  • Unnecessary to set the stage for the story
• Technical details: More important than the stage setting part of the project
  • Teaching team will be more interested in this portion of the presentation
• Quality of the project:
  • Technical Complexity
  • User Testing
• Wiki Artefact:
  • Bullet point on the project management document on wikipage
  • Should focus more on the in-depth
    • Changelog and Challenges faced
 	
Report due: **Week 16, Friday 2359**
 	
Presentation: **Week 16**
	The Team

Current project progress	

• Current progress:
  • Integrating the backend API endpoints with the FE interface
  • Upcoming UAT2 with sponsor today and friends/family over the weekends
  • Wikipage has been updated
	The Team

Run through current prototype	

• Update on the intent classification
• Added on noteworthy comments from midterm presentation
• Slight change in the layout of the interface
  • Prioritize the features based on users' POV
  • Generic stats at the top of the interface
	The Team

:note: Meeting Notes - Updates

Update	Risk Level	Mitigation Plan

:arrow_heading_down: Decisions

:white_check_mark: Administrative Matters

Date of Next Meeting:	**22 Apr 2022**
Time of Next Meeting:	:clock: 3:00PM