Meeting Minutes - 28 Jan 2022

THE LISTENING SQUAD

AI SOCIAL LISTENING TOOL

Meeting Minutes for 28 Jan 2022

Date:	📅 **28 Jan 2022**
Time:	🕐 3:00PM
Location:	Zoom
Present:	@ Chen Jian Yu
	@ Joshua Wong
	@ Tian Le Cheow
	@ Ow Ling Jia
	@ ONG JHIN YEE _
Absent:	@ Sarah Chin

🥅 Goals

First meeting with supervisor: introduction to the team, setting expectations for the course

📝 Agenda

No.	Agenda Item	Remarks
1.	Introduction to the team and our project	Ling Jia
2.	Finding out more about the requirements from the supervisor and course coordinator	Ling Jia

🗣 Discussion topics

Agenda	Action By
Introduction to the team	
• Introduced Prof Thivya to the team and introduced the project • Prof Thivya is taking over as the supervisor and does not have any information about our project ○ Need to send her a copy of our proposal so that she understands what the team is working towards to	@ Ow Ling Jia

Finding out more about the requirements from the supervisor and course coordinator	

• Prof Thivya: Need to set up the Wikipage, can reference to past year pages for the format and content required
  • Serves as a platform to update Prof Chris, who is the course coordinator, because although we update our sponsor and supervisor regularly, we do not do so to other reviewers of the project. Having a Wikipage allows us to update our progress regularly to anyone who is reviewing the project
  • Importance of documentation
    • A large part of grading the Project Experience comes from project management, which will require us to showcase our documentation:
      • Evidence of our meetings (internal, with sponsors, with supervisor)
      • Crisis/Obstacles faced and how the team overcomes them
      • Task board or some form of task tracking system, to show that the team allocates work and sets deadlines that needs to be met
      • Acknowledgement of sponsors with regards to changing requirements or changing the scope
  • Grading
    • Project Management
    • Technicality
  • Mid-term and Final presentation
    • Mid-term presentation some time during week 8, Prof Chris, Prof Thivya and possibly another reviewer will be there. Can ask sponsor if she would like to join us, but optional
    • Final presentation will need to invite sponsor
	@ Ow Ling Jia

:note: Meeting Notes - Updates

Update	Risk Level	Mitigation Plan
-	-	-

:arrow_forward: Decisions

:white_check_mark: Administrative Matters

Date of Next Meeting:	**04 Feb 2022**
Time of Next Meeting:	:clock3: 3:00PM