



# Meeting Minutes - 4 Feb 2022



## Meeting Minutes for 4 Feb 2022

<b>Date:</b>	 <b>04 Feb 2022</b>
<b>Time:</b>	 <b>3:00PM</b>
<b>Location:</b>	Zoom
<b>Present:</b>	<p>@ Chen Jian Yu</p> <p>@ Joshua Wong</p> <p>@ Tian Le Cheow</p> <p>@ Ow Ling Jia</p>
<b>Absent:</b>	<p>@ Sarah Chin</p> <p>@ ONG JHIN YEE _</p>

### Goals

Weekly update on progress

### Agenda

No.	Agenda Item	Remarks
1.	Update on team progress	Ling Jia
2.	Update on unexpected billing charged to AWS account	Ling Jia

### Discussion topics

Agenda	Action By
<p style="text-align: center;">Team Progress</p> <ul style="list-style-type: none"><li>Launched Wikipage and working on the content to be put on it</li><li>Started on FE coding</li><li>Team has discussed on ML methodology and are trying out</li></ul>	-

Update on unexpected billing charged to AWS account


- Update on the situation with AWS
  - In the midst of contact AWS Support Centre
- Prof Thivya: Can let her know if we need any help with setting up AWS, might be able to get some help from Prof Kyong or Prof Rafael
  - AWS Educate or Academy accounts that can be provided to students
  - Remember to document the process so that the reviewers of the project are aware of such situations and can better understand how we deal with and overcome such obstacles
    - Will also provide evidence that the team has indeed spent time and effort on resolving such issues, in the case where the team is unable to fulfill the requirements of the modules as stated in the proposal


@ Ow Ling Jia

:note: Meeting Notes - Updates

Update	Risk Level	Mitigation Plan
-	-	-

 Decisions

-  Update Prof Thivya on whether the team requires assistance regarding AWS, in the form of obtaining an AWS Educate or Academy account

 Administrative Matters

<b>Date of Next Meeting:</b>	11 Feb 2022
<b>Time of Next Meeting:</b>	 3:00PM