MAPSMOO

<INTERNAL> MEETING MINUTES

Date of Meeting (DD/MM/YYYY):	10 Jan 2020
Time (24hrs):	1700 hours
Location:	LKSLIB Meeting room 2.5
Attendees:	Rajiv, Xiao Rong, Su Yee, Kelvin, Ted

Meeting Agenda
1. Update on Sponsor Meeting 2. Lo-Fi prototypes of Final Solution 3. Refinement of Project Plan 4. Wiki Design

Notes, Decisions and Issues	
Topic/Summary of Discussions	**Members Involved**
Update on Sponsor Meeting • All members are updated on the sponsors expectations and final deliverables • All team members to research and come up with individual matrices prototype **Lo-Fi prototypes of Final Solution** • Team decided to come up with a lo-fi prototype to aid in solution explanation and to envision the final design and look of the application **Regular Project Check-In** • The team has agreed to set every Thursday Morning to check up on project progress (11am to 12.30pm) • All members to be prepared to provide updates on their task in this meeting	

Refinement of Project Plan

- The team has agreed to stick with the proposed plan and will adjust deadlines and milestones accordingly

Questions for Supervisor Meeting
- Expectations of the demo for Mid-term presentation. (e.g. What is the grading of the demo and what he wants to see)

Action Items		
Action	**Members Involved**	**Due Date (DD/MM/YYYY)**
Update Wiki Page	Su Yee	16/01/2020
Web Application research	Everyone	23/01/2020
Base Layer	(Everyone to send to Rajiv the data points)	16/01/2020
Come up with the first set of matrices with citations and reasoning (Matrices research)	Everyone	23/01/2020
Arrange a meeting with URA on the week of 27 January	Si Hua	27/01/2020

Next Meeting					
Date (DD/MM/YYYY):	16/01/2020	**Time:**	11am	**Location:**	**SOE/SOSS GSR 3-14**
Objective	- Prepare for Supervisor Meeting - To do up the Lo-Fi paper prototype - Preliminary discussion on Matrices Research - Update on assigned action items				