

Meeting Minutes - 25 Mar 2022



Meeting Minutes for 25 March 2022

Date:	25 Mar 2022
Time:	3:00PM
Location:	MS Teams
Present:	@ Ow Ling Jia @ ONG JHIN YEE _ @ Tian Le Cheow @ Chen Jian Yu @ Joshua Wong
Absent:	@ Sarah Chin

Goals

In this meeting, we aim to figure out the the guidelines and expectations of the Final Presentation that will happen on Week 14.

Agenda

No.	Agenda Item	Remarks
1.	Guidelines of the Final Presentation	Thivya
2.	Details of the Final Presentation	Thivya

Discussion topics

Agenda	Action By
Guidelines of the Final Presentation	
More guidelines to be released by next week <ul style="list-style-type: none">• Rubrics• Details of the deliverables Presentation will be on week 14	The Team
Details of the Final Presentation	


<p>Explaining the project cause</p> <p>Societal impact</p> <p>What is expected of the Final Presentation:</p> <ul style="list-style-type: none"> • project as a whole • understand what scope was achieved and what not • evaluate how good is it and the challenges faced • demo • solve the problem we are trying to address • go deeper into the techniques <ul style="list-style-type: none"> • why this model • why this accuracy • evaluation metrics • reflect what areas worked and which not • future work, any possibility for improvements • what is the future direction • frontend/backend <ul style="list-style-type: none"> • showcase the architecture • how data flows • technical challenges <ul style="list-style-type: none"> • show the positive progress, from not knowing how to do xxx to knowing how • each member talks about what they learnt about the project and evaluate the team members 	<p>The Team</p>
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:note: Meeting Notes - Updates

Update	Risk Level	Mitigation Plan

 Decisions

 Administrative Matters

Date of Next Meeting:	01 Apr 2022
Time of Next Meeting:	 <Please follow the following format: HH:MM AM/PM>