

Meeting Minutes - 11 Mar



Meeting Minutes for 11 March 2022

Date:	11 Mar 2022
Time:	3.20PM
Location:	Zoom
Present:	@ Ow Ling Jia @ ONG JHIN YEE _ @ Tian Le Cheow @ Chen Jian Yu @ Joshua Wong
Absent:	@ Sarah Chin

Goals

- Feedback for midterm presentation
- Enquiries for final presentation

Agenda

No.	Agenda Item	Remarks
1.	Feedback for midterm presentation	Thivya
2.	Enquiries for final presentation	Thivya

Discussion topics


Agenda	Action By
Feedback for midterm presentation	
<ul style="list-style-type: none">• No urgent feedback from the reviewers regarding midterm presentation, teaching team will release feedback latest by the next week• Midterm presentation was more of a milestone check, for the teaching team to better understand what the team has been up to, to review the execution of the project since they have already seen the proposal	The Team
Enquiries for final presentation	


<ul style="list-style-type: none"> • For the final presentation, the format will be similar to midterms, the ultimate goal is to present a system that caters to and meets the sponsor's needs and requirements • Given that the business problem has been introduced during the midterm presentation, would it be okay to cut down on that section during the final one? <ul style="list-style-type: none"> • 5-10 min maximum required on the business problem • The focus can be shifted to the design principles, challenges that the team has faced • Regarding our solution, since it is a dashboard, would the team be required to go through the insights that we gained? <ul style="list-style-type: none"> • The team can highlight any interesting insights that were discovered from the analysis, but this would be more for the sponsor • Since the project is an application based one instead of a ML one, what is the expected depth of the ML section for the team to go through? <ul style="list-style-type: none"> • Some details would be good, such as a brief introduction of the models or techniques that were used • Can include some literature review, and what exactly are the steps taken to reach the current method • Use diagrams to aid visualization of the steps taken • For the demo part of the presentation, would it be necessary for time to be allocated for the teaching team to interact with the system? <ul style="list-style-type: none"> • Instead of allocating time on the spot, it would be good to give the link (if deployed live) to the teaching team so that they can play with the system while the team goes through the system • In the case of sensitive data or if the system has not been deployed, then at least make sure that the sponsor has seen the system and that it will be delivered <ul style="list-style-type: none"> • Teaching team will receive direct feedback about the system from sponsor in this case 	The Team
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:note: Meeting Notes - Updates

Update	Risk Level	Mitigation Plan

 Decisions

 Administrative Matters

Date of Next Meeting:	18 Mar 2022
Time of Next Meeting:	 3:00PM