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| Meeting Minutes 2 | |
| Date | 18 August 2019 |
| Start Time | 2pm |
| End Time | 4pm |

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|  | Agenda | Follow Up Action |
| 1 | Review project timeline  **By 31 Aug**: Sourced for 2-3 potential projects from multiple sponsors **By 15 Sep**: Prepared ideated solution and in agreement with sponsor **By 30 Sep**: Prepared Proposals for submission and await Prof approval <wait for prof assignment> **By 31 Oct**: Iter 1 of Product (Observation and low fidelity) <Finals and assignments for sem> **By 31 Dec**: Iter 2 of Product (internalise userfeedback and enhance product) **By Jan**: bidded for IS483. Acceptance and presentation **By 15 Mar**: Iter 3 of Product (High fidelity) + Presentation <Mid terms> **By 1 May**: Iter 4 of Product (Internalised feedback and final version of pdt) + Presentation)  <Finals> | - |
| 2 | Review potential sponsors   1. **Agritech** (Agriculture)   Potential projects from sponsor:   1. Implement blockchain technology (smart contracts) to track farmer, products and supply chain 2. Prototype a farm monitoring platform using IoT (monitor soil acidity, etc) 3. Analyse data using Google analytics to improve conversion rates from new and repeat customers 4. **Ascott** (Hospitality)   Potential project from sponsor:   1. Develop a dashboard using customer/ revenue data 2. **Old Chang Kee** (F&B)   Flexible in terms of project idea. Have to propose a project that can value-add their business (e.g improving of operation process or helping them with analytics).   1. **EZEN** (Beauty)   A business that lacks a lot of technical aspects.  Flexible in terms of project idea but interested in:   1. Automating business process 2. Analytics (market analysis, using past data to predict waiting time or implement discounts) 3. Website or application development | All: Team members to brainstorm at least one idea each for each sponsor.  Justin: To clarify with Agritech on the type of data they currently have, and the amount of records  Tanny: To clarify with EZEN on the details of data (e.g does data include dates, hours, etc.) |
| 3 | Weekly Review Meetings: Every Tuesday 3:30pm | - |