**Minutes of Meeting**

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| **Agenda** | Project Topic Discussion |
| **Date** | 16 May 2023 |
| **Time** | 2200h – 2333h |

**Participants**

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| **S/N** | **Name** | **Abbreviation** |
| 1 | Tan Yu Yan Rachel | RTan |
| 2 | Yap Pin Yaw | YPY |
| 3 | Abhishek Singh | Abhi |

**Meeting Notes**

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| **S/N** | **Discussions** |
| 1 | **Choosing Mini-Challenge Exercise**  Abhi shared that the intention is for MC2 and MC3 to be attempted as part of the Take Home Exercises and built upon for the project.  RTan shared that while in terms of efficiency, that can be considered, but MC1 poses a more focussed challenge.  YPY and Abhi agreed. |
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| 2 | **GitHub and Netlify**  RTan informed that the GitHub and Netlify has been set-up and requested for team members to set-up a local repository to try committing test edits. |
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| 3 | **Project Proposal**  YPY shared the project proposal requirements and went through past examples for reference.  RTan proposed to complete the proposal in two phases so as to have better time management between project proposal and take home exercise 2.  Phase 1 would include intro with lit review (by RTan), background and motivation (by YPY), and Data Description (by Abhi).  Phase 2 includes methodology and storyboard which will be discussed in the next meeting. |

**Conclusion**

The team is agreeable to choose Mini-Challenge1, and work on the allocation portion for the project proposal. Next meeting date was set for 23 May.

[Afternote, due to the revision of proposal deadline, the next meeting date was adjusted to 31 May]