

**Team éXi**

Meeting Minutes

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| Subject | Supervisor Meeting Minutes 03 |
| Date | 31 August 2018 |
| Time | 15:30 – 16:30 |
| Venue | SIS Room 4056 |

Attendees

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| Name | Attendance |
| Moh Moh San | Present |
| Riana | Absent |
| Tang Hui Xin | Present |
| Thet Thet Yee | Present |
| Loo Wei Hua Shawn | Absent |
| Zang Yu | Present |
| Prof Koh Lian Chee | Present |

Meeting Agenda

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| Agenda |
| 1. Acceptance Feedback Discussion   Summary of Discussion   * Discussing feedbacks given by Prof Benjamin Gan during Acceptance Presentation * Discussed the possibility of implementing Machine Learning and Pilot Testing by Mid Term |
| 1. Discussion on Mid Term Preparation   Summary of Discussion   * Mrs Lian Chee suggested the team to sit in during the Mid Term Presentation of another team * The team wiki was not updated and hence Mrs Lian Chee feedbacked that we should be constantly updating our wiki * The team wiki has inconsistent naming for the project and Mrs Lian Chee suggested for us to stick to one consistent naming * X Factor was too general – Specify which processes and time reductions per process * Have a staging server for Integration Testing and another server for Live Deployment with the Centre |
| 1. Pilot Testing   Summary of Discussion   * Suggest Pilot Testing with the Centre before Mid Term Presentation * Prepare the demonstration of what we are showing the Sponsor * Which features are going to be implemented during the Pilot Testing * What classes are we going to pilot on * Which tutors are we going to pilot on * Duration of Pilot Testing |

Action Items

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| Action | Member Responsible | Due Date |
| Research on Machine Learning | All | 6 September 2018 |
| Pilot Testing Detailed Plan | Hui Xin | 7 September 2018 |
| Wiki Update | Hui Xin | 7 September 2018 |

The meeting was adjourned at 4:30 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared By,

Tang Hui Xin

Vetted and Edited By,

Moh Moh San