

**Team éXi**

Meeting Minutes

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| Subject | Supervisor Meeting Minutes 04 |
| Date | 7 September 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 | Present |
| Zang Yu | Absent |
| Prof Koh Lian Chee | Present |

Meeting Agenda

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| Agenda |
| 1. Wiki Lacking   Summary of Discussion   * Absence of Change Management Tab * Track the changes requested from the other stakeholders * Analyse the impact and decision to reject/implement the changes * Lacking of Low Fid Wireframe * Different units used for the metrics – Change it * Needs to update minutes |
| 1. Discussion on Mid Term Preparation   Summary of Discussion   * Discussion on the possibility of implementing Machine Learning before Mid Term Presentation * Considering other constraints, decided that perhaps Machine Learning is not what we should be going for * Suggested an Android Mobile App version of the Web System / Wrapping the Web System using frameworks |
| 1. Demonstration of current progress   Summary of Discussion   * Showed Mrs Lian Chee the current development progress * Feedback that the interface was designed without enough consideration for User Experience * Suggested for us to rework on the UI of the currently developed functionalities |

Action Items

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| Action | Member Responsible | Due Date |
| UI Redesign | Moh Moh San, Zang Yu | 14 September 2018 |
| Android Research | All | 14 September 2018 |
| Wiki Update | Hui Xin | 14 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,

Thet Thet Yee

Vetted and Edited By,

Moh Moh San