

**Team éXi**

Meeting Minutes

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| Subject | Supervisor Meeting Minutes 09 |
| Date | 26 October 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 | Present |
| Prof Koh Lian Chee | Present |

Meeting Agenda

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| Agenda |
| 1. Discussion on Poster and Video Pitch Preparation   Summary of Discussion   * Suggestion for the poster and video pitch * Submit/Update Poster and Video Pitch outlines for Mrs Lian Chee to look through before deadline |
| 1. Discussion on Final Preparation   Summary of Discussion   * Review on updated X-factor * Informed Mrs Lian Chee that we going to do Student Performance/Grade Analysis after discussed with sponsors |
| 1. Demonstration of current progress   Summary of Discussion   * Showed Mrs Lian Chee the current development progress * Asked progress on SMS reminder for late payment * Suggested for us to work on web responsive to make sure the necessary functionalities can access through mobile smoothly |

Action Items

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| Action | Member Responsible | Due Date |
| SMS reminder for late payment | Shawn | 5 November 2018 |
| Web responsive | Riana, Zang Yu | 5 November 2018 |
| Analytic Dashboard for students’ grade | Moh Moh San | 15 November 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,

Shawn

Vetted and Edited By,

Zang Yu