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| **Date: 9th October 2018**  **Time: 1400**  **Venue: SIS Level 3**  **Week: 8** | |
| **Attendees:** | |
| 1. Regan | √ |
| 2. Jin | √ |
| 3. Ashley | √ |

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| **Agenda** | |
| **No.** | **Description** |
| 1 | Align on Celina’s feedback for proposal |
| 2 | Set internal deadline for proposal revision |

Celina’s feedback for our first proposal submission is:

1. Need to be clear that track2career is a supplementary tool, it is meant to complement a student’s career planning decisions. It should not be interpreted to be a sole solution or be replacing any other existing system.
2. UI is not the main focus of our system but is still nevertheless important. Celina would like to see drafts for the webpages and for the analytics dashboards.
3. Agreed that we need to clarify with Celina exactly how many UAT testers we can expect to have from the SIS Y2 cohort.
4. Internal deadline for ourselves to revise the proposal will be in 3 days, by 12th Oct 1200.

**The meeting was adjourned at 1515. These minutes will be circulated and adopted if there are no amendments reported in the next three days.**

**Prepared by,**

**Tan Wei Zheng, Ashley**

**Vetted and edited by,  
 Jin Lim**