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| **Date: 14th Dec 2018**  **Time: 1000**  **Venue: SIS MR 4.7** | |
| **Attendees:** | |
| 1. Celina | √ |
| 2. Zer Dong |  |

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| **Agenda** | |
| **No.** | **Description** |
| 1. | Progress sharing |
| 2. | Sponsor feedback |

Key takeaways from Celina:

1. We are advised to communicate more with LARC and not hesitate to seek their guidance on surfaced bugs
2. Skills analysis algorithm to be based on ‘importance’ rather than just a raw frequency count
3. Link algorithm to the JobSense API output
4. Next sponsor meeting set for 4th Jan, 4pm.

**The meeting was adjourned at 1200. These minutes will be circulated and adopted if there are no amendments reported in the next three days.**

**Prepared by,**

**Zer Dong**

**Vetted and edited by,  
 Jin**