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| **Date: 16th Nov 2018**  **Time: 1530**  **Venue: SIS MR 4.7** | |
| **Attendees:** | |
| 1. Celina | √ |
| 2. Wendy | √ |
| 3. Jin | √ |

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| **Agenda** | |
| **No.** | **Description** |
| 1. | Function demo (populating student profile and automated skills retrieval) |
| 2. | Sponsor feedback |

Key takeaways from Celina and Wendy:

1. Please ensure that the profile page’s automatic retrieval of skills is scaleable and can accommodate at least 20 skills without a display glitch, as a benchmark.
2. Skills analysis function looks promising but still appears limited, more progress is desired to be seen here
3. UI feedback: reword ‘fast track’ so that it is more clear that it means search by career. As it is, both UI panels now have the ‘track’ word and it is confusing as they both appear to be referring to academic tracks.

**The meeting was adjourned at 1615. These minutes will be circulated and adopted if there are no amendments reported in the next three days.**

**Prepared by,**

**Jin**

**Vetted and edited by,  
 Regan**