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| **Date: 24th January 2019**  **Time: 14:30**  **Venue: SIS Level 5 room 34** | |
| **Attendees:** | |
| 1. Benjamin Gan | √ |
| 2. Jin |  |
| 3. Ashley |  |
| 4. Regan | √ |
| 5. Haonan | √ |
| 6. Zerdong |  |
| 7. Alan | √ |

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| **Agenda** | |
| **No.** | **Description** |
| 1 | Inform prof about the UAT questionaires |
| 2 | Perform demo of the new dashboard |
| 3 | Provide technical evaluation on the TF-IDF |

**Feedback on demo of system:**

* Bug on displaying the weekly charts, fix in the next iteration
* Questioned TF-IDF implementation, suggested it should be LARC who should take care of the algorithm instead of the team
* Demonstrated the ACL
* Suggested changes on the UAT questions

**Action item:**

1. **Debug the chart display in the dashboard.**
2. **Communicate with sponsor for distributing the UAT testing and questionnaires.**

**The meeting was adjourned at 15:00. 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,  
 Haonan**