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| **Date: 21st February 2019**  **Time: 14:00**  **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 | Update prof. Gan on the slides |
| 2 | Show case all the presentation components |

**Feedback on demo of system:**

Team showcased value proposition, persona, architecture, tech complexity, UAT result, project timeline, change management, fried chicken meter, risk management and X factor to prof.Ben, and prof made suggestions on each segment thoroughly.

**Action item:**

* Less marketing, straight to the point
* Salary comparison
* Oureach for persoective students to understand diff tracks
* Existing studens to be onform if the tracks
* Include wage db and jobsense
* Remive tools used
* First one remove to put in proj management
* 3rd and 4th show limitations
* Use multiple slides to show them specific examples
* Need to explain what is tf-idf
* Can put in appendix for screenshots (some need to explain)
* List out all the things that we have to deal with
* Resource limitation include problems faced (High)
* Client requirement should be a risk that is ongoing (high)

**The meeting was adjourned at 1440. These minutes will be circulated and adopted if there are no amendments reported in the next three days.**

**Prepared by,**

**Haonan**

**Vetted and edited by,  
 Tan Wei Zheng, Ashley**