SMT201 Group 5

Meeting Minutes  
03 October 2023

**Opening**  
Meeting was called to order at 0000hrs on 03 October 2023 on Telegram chat/call by Lim Zi Yuan Wilfred.

**Present**  
Seah Chi Hao  
Lim Zi Yuan Wilfred  
Marcus Tan

**Absent**  
*None*

**Approval of Agenda**  
The agenda was unanimously approved as distributed.   
*(Look through requirements of projects and delegating of tasks)*

**Approval of Minutes**  
*No previous meeting. (First meeting)*

**Business from the Previous Meeting**  
*No previous meeting regarding project; First meeting*

**New Business**  
Understanding project requirement:  
Each member did some rough research and shared their understanding of each theme’s requirements. Wilfred compiled all the research done into a singular document.

Establish project timeline:  
Chi Hao created a project Gantt chart, and everyone discussed the proposed timeline of our project.

Creating a shared project folder:  
To aid collaboration, Chi Hao created a shared folder on one-drive, project GitHub as well as a Canva project for the poster.

Getting Data needed:  
Collectively added data to a folder that we might use, and labelled data set according to themes.

Decide on Theme Postponed:  
Wilfred suggested we decide on the theme for our project by the end of this meeting, but Marcus suggested that we should do more research and looked into each other’s research and insights to get a better understanding of each theme before finalising. Everyone unanimously agreed with Marcus.

**Additions to the Agenda***None*

**Agenda for Next Meeting**  
Finalising Project Theme:  
Finalise which Theme our project is focusing on.

Deciding on data needed:  
Sieve through all data, identify data needed and remove data irrelevant to our project and theme.

**Adjournment**  
Meeting was adjourned at 0130hrs by Seah Chi Hao. The next meeting will be on 9 October 2023, timing to be decided later (likely 1900hrs) at SMU.

**Minutes submitted by:** Seah Chi Hao

**Approved by:** All members