SMT201 Group 5

Meeting Minutes  
08 October 2023

**Opening**  
Meeting was called to order at 1000hrs on 08 October 2023 on Telegram chat by Lim Zi Yuan Wilfred.

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

**Absent**  
*None*

**Approval of Agenda**  
*Emergency meeting*

**Approval of Minutes**  
*Emergency meeting*

**Business from the Previous Meeting**  
*Emergency meeting independent of previous meeting(s).*

**New Business**  
Create project website:  
Wilfred pointed out that project website is due today (8 October 2023) and we overlooked this deadline. Chi Hao created the project website with a very simple outline and layout. The site is well and running but have problem of automated update upon edit. The team agreed to just publish the site manually.

**Additions to the Agenda**  
Consult prof on website automation issue in class:  
Marcus suggested to consult Prof during class break tomorrow (9 October 2023) regarding problem faced on website automated publishing issue.

**Agenda for Next Meeting (following previous meeting minute)**  
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 1130hrs by Seah Chi Hao. The next meeting will be on 9 October 2023, 1900hrs at SMU.

**Minutes submitted by:** Seah Chi Hao

**Approved by:** All members