SMT201 Group 5

Meeting Minutes  
13 November 2023

**Opening**  
Meeting was called on 13 November 2023 at 2200hrs over Telegram chat/call by Seah Chi Hao.

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

**Absent**  
*None*

**Approval of Agenda**The agenda was unanimously approved as distributed.

**Approval of Minutes**The minutes of the previous meeting were unanimously approved as distributed.

**Business from the Previous Meeting**  
Finalise Poster:  
Finalise poster and analysis for submission.

Debate on area for medical accessibility analysis:  
Wilfred suggested analysing the same area as evacuation accessibility for medical accessibility analysis. Chi Hao suggested that analysis of a different area should be picked for a more well-rounded overall analysis. After some debating, the team decided to go with Chi Hao’s suggestion as following Wilfred’s initial suggestion would give the impression that only the bridges at the north of Derna City being destroyed affected the emergency accessibility of Derna City when it is the collapsed of all the bridges that caused a huge reduce in accessibility.

Submitted Poster:   
We vetted through the final poster and submitted the poster on eLearn at 2221hrs.

**New Business**

Splitting of task:  
Shared and compile work done by each member. Continue working on report and website.

Submitted Project Artifact:   
We vetted through the project artifact together, shared the OneDrive link with Prof. and submitted on eLearn at 2320hrs.

Discussed on showcase flow of townhall:  
Take turns to evaluate other teams and mend the project poster. Switch every 40mins (from 12pm to 2pm). Showcase with website for dynamic comparison of pre- and post-flood map.

**Additions to the Agenda**  
*None*

**Agenda for Next Meeting**  
Peer evaluation:  
Combine thoughts of each group’s project and compile for submission.

Continue working on report and website:  
Shared and compile work done by each member. Continue working on report and website.

**Adjournment**  
Meeting was adjourned at 2330hrs by Seah Chi Hao. The next meeting will be on 14 November 2023, timing to be decided later.

**Minutes submitted by:** Seah Chi Hao

**Approved by:** All members