SMT201 Group 5

Meeting Minutes  
14 November 2023

**Opening**  
Meeting was called on 14 November 2023 at 2300hrs 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**  
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.

**New Business**  
Peer evaluation:  
Combine thoughts of each group’s project and compile for submission. Submitted compiled peer evaluation on eLearn at 2359hrs.

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

**Additions to the Agenda***None*

**Agenda for Next Meeting**  
Finalise report and website:  
Shared and compile work done by each member. Finalise report and website for submission.

Review feedback given by peers:  
Upon receiving the compiled feedback on project by peers, work on the feedback and make necessary changes, if needed.

**Adjournment**  
Meeting was adjourned at 2359hrs by Lim Zi Yuan Wilfred. The next meeting will be decided later, when peer evaluation by other groups is released.

**Minutes submitted by:** Seah Chi Hao

**Approved by:** All members