SMT201 Group 5

Meeting Minutes  
17 November 2023

**Opening**  
Meeting was called on 17 November 2023 at 2000hrs 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**  
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.

**New Business**

Finalise report and website:  
Shared and compile work done by each member. Finalise report and website for submission.

Review peer feedback(s):  
Reviewed peer feedback(s) and made some changes based on feedback given. Unanimously agreed that some feedback and improvements suggestion is not very relevant and is already mentioned in our poster and/or website. Feedback that was taken into considerations are: clearer defining of what the group use as evacuation centres and adding of case study on improved infrastructure reduces damaged caused by disaster to substantiate our point made.

Submitted Project:  
Finalised project report and website; Submit project github, website and meeting minutes after this meeting.

**Additions to the Agenda**  
*None*

**Agenda for Next Meeting**  
*Likely no future meeting regarding project;* *Final Meeting*

**Adjournment**  
Meeting was adjourned at 2110hrs by Seah Chi Hao. Project submitted.

**Minutes submitted by:** Seah Chi Hao

**Approved by:** All members