

## MINUTES OF MEETING

### 1. MEETING INFORMATION

<b>SUBJECT:</b>	18 <sup>th</sup> Internal Meeting
<b>DATE:</b>	14 <sup>th</sup> March 2017
<b>TIME:</b>	2:00pm – 4:00pm
<b>VENUE:</b>	SIS GSR 2-6
<b>ATTENDEES:</b>	Teh Kaixin (KX), Nabilah Banu (NAB), Chien Shu Yan (SY), Sean Kwok (SK), Nicole Goh (NIC)
<b>ABSENT WITH APOLOGIES:</b>	

### 2. MEETING RECORDS

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
1.	<p>Information:</p> <p>Prepare Google forms to get Ulink staff's feedback</p> <p>Usonyx - no tomcat, cannot deploy .war file</p> <p>Consult prof on X-factor</p> <p>Can we compare targeted and non targeted for finals</p> <p>Integration for export function:</p> <ul style="list-style-type: none"> <li>• Saturday</li> <li>• UT4 Task instruction</li> </ul> <p>UT4 is on 21 Feb</p> <p>Inform Prof that know that KX cannot make it for poster day</p>	TEAM	INFO
2.	The meeting ended at 4:00pm.	TEAM	INFO

The meeting was adjourned at 4:00pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Recorded/ Updated by: Chien Shu Yan

Reviewed/Edited by: Teh Kaixin

Date: 14<sup>th</sup> March 2017