Minutes of Meeting

# Meeting Information

|  |  |
| --- | --- |
| SUBJECT: | 8th Supervisor Meeting |
| Date: | 30th March 2017 |
| Time: | 10.30am-11.00am |
| Venue: | Prof Steven’s Office |
| Attendees: | Prof Steven, Teh Kaixin (KX), Sean Kwok (SK), Nabilah Banu (NAB), Nicole Goh (NIC) |
| ABSENT WITH APOLOGIES: | Chien Shu Yan (SY) |

# Meeting Records

| No | ITEM | REQUESTED  /REPORTED BY | Action BY |
| --- | --- | --- | --- |
| **1.** | Agenda:   * Update Prof on Progress | KX | INFO |
| **2.** | X-factor - How should we make users more willing to respond  Handover: Well prepared documentation, remind client that we would not be able to maintain the system and anything must be proposed before the project ends  Change export button location in dashboard - “print”?  Make export look the same as what user sees  Types of visa need to be more specific (e.g. since Jun 2015)  Ranking must be fixed (if there are many 3rd position, it should not be followed with 4th position)  Ranking – Specialty should have a back button  Pagination for client list  Try ajax call to see if can load the page for client | Prof | Team |
| **3.** | This is the last supervisor meeting before final presentation. Peer evaluation should be submitted to Prof. | Prof | KX |

The meeting was adjourned at 11:00am. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Recorded/ Updated by: Nicole Goh

Reviewed/Edited by: Teh Kaixin

Date: 30th March 2017