MEETING RECORD

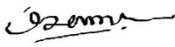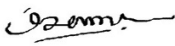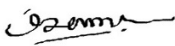**Instructions:**

*****Note**: *Must be submitted at the end of the block (Block I & II) together with the **Project Report**.*

Programme Name & Course Code:	Capstone Project I (PRJ70404)

Semester: (*Please select box to **tick** (✔))*	☐ March ✔ September ☐ January	Block:	1

Student Name:	**TEN YEE CHERN**	Student ID No.:	**0381084**
Project Title:	**Predictive Standby Dispatch: Machine Learning-based Smart Elevator Idle Positioning**		
Principal Supervisor:	Prof. Afizan Azman		
Co-Supervisor:	Click or tap here to enter text.		

Please include the following details in the ***summary of discussion*** column:
- ➢ Meeting with whom? (e.g., supervisory committee, Principal supervisor, or co-supervisor)
- ➢ Matters Discussed
- ➢ Proposed Action to be Taken

DATE	SUMMARY OF DISCUSSION	SIGNATURE OF THE RESPECTIVE SUPERVISOR
6/10/2025	**Discuss about topic of the project and the general instructions of the project proposal.**	*(signature)*
21/10/2025	**Discuss the methodology and the presentation PowerPoint**	*(signature)*
29/10/2025	**Discuss the literature review, methodology and prototype**	*(signature)*
Click or tap to enter a date.		
Click or tap to enter a date.		
Click or tap to enter a date.		