

Meeting minutes

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|-----------------|---|----------|---------------|
| Date | 15 Nov 2018 | Time | 15:00 – 16:00 |
| Place | PMB 309 | Recorder | Chenxi Han |
| Type of meeting | Individual supervision meeting for FYP (Health Group) | | |
| Attendance | Chenxi Han, Xiang Zhang | | |
| Absent (reason) | | | |
| Late (reason) | | | |

Meeting Agenda

Agenda

1. Progress A against plan
 - a. Things completed
 - b. Problems and issues
 - c. How to solve them
2. Changes to the plan
 - a. Items to remove and reasons
 - b. Items need to be added and reasons
 - c. Items to modify and reasons
3. Current issues
 - a. Website
 - b. Detailed Design
 - c. Data
4. Other issues
5. Items for next meeting

Meeting minutes

- 1a. Chenxi Han has completed website, poster and abstract design
Xiang Zhang has complete poster and abstract design but not Website
- 1b,1c. Students have to finish project plan
2. Not applicable
- 3a. Chenxi should improve navigation for his website
Xiang should include improvement on website navigation and share with others

3b. Need data before starting detailed design

3c. Xiang will work on glucose and environmental data and create a data table

Chenxi will work on heart related data, the table will be provided by VB

We need to define the critical data which comes in to the system, as well their relevant properties

To do Items

| Task | deadline |
|---|------------------------|
| 1. Xiang to complete the website | This weekend |
| 2. All to complete detailed project plan | Next Wednesday meeting |
| 3. Chenxi to restructure the website | Second Wednesday |
| 4. Xiang will demonstrate representative data | Next Wednesday |
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