

## **FIT1055 Team “April Fool’s” - Meeting 1 – 15 September 2020**

### **1. Attendees and Apologies**

**Members Present:** Shamrethan Balendran, Lang Zolyn, Ryan Tan Jun Wei, Ko Ko Win, Tan Ze Xi

**Apologies:** -

### **2. Agenda**

2.1 Nominating Group Leader and Co Leader

2.2 Deciding Topic

Action Sheet for Meeting 1:

Item	Action	Person(s) Responsible	Expected Completion Date/Time
1 - 2.1	Lang Zolyn is nominated as the group leader	All members	15 September
1 – 2.2	Shamrethan is nominated as the co leader	All members	15 September
1 - 2.3	Discussion on which topic to choose	All members	15 September

### **3. Concerns**

3.1 Might take too long to complete the project on time

### **4. Next Meeting**

The next meeting is scheduled for 22 September 2020 - 3.00 pm on Zoom(Personally setup)

## **FIT1055 Team “April Fool’s” - Meeting 2 – 22 September 2020**

### **1. Attendees and Apologies**

**Members Present:** Lang Zolyn, Ryan Tan Jun Wei, Shamrethan Balendran, Ko Ko Win

**Apologies:** Tan Ze Xi

### **2. Minutes of the Previous Meeting**

Minutes of the previous meeting are checked and confirmed by the group members.

### **3. Business Arising from the Previous Meeting**

Reporting on Action Sheet for Last Meeting 1:

Item	Action	Person(s) Responsible	Status
1 - 1.1	Lang Zolyn is nominated as the group leader	All members	Completed
1 - 1.2	Discussion on which topic to choose	All members	Ongoing

### **4. Agenda**

**4.1** Research on subtopics to be used

**4.2** Finding research sources to be used

Action Sheet for Today's Meeting 2:

Item	Action	Person(s) Responsible	Expected Completion Date/Time
2 - 4.1	Research on subtopics to be used	All members	26 September 2020
2 - 4.2	Finding research sources to be used	Tan Ze Xi, Ryan Tan Jun Wei	26 September 2020

## **5. Concerns**

**5.1** May not be on topic

**5.2** Things able to include in presentation from the research

## **6. Next Meeting**

The next meeting is scheduled for 26 September 2020 - 12.00 pm at an online Zoom meeting

## **FIT1055 Team “April Fool’s” - Meeting 3 – 26 September 2020**

### **1. Attendees and Apologies**

**Members Present:** Lang Zolyn, Tan Ze Xi, Shamrethan Balendran, Ko Ko Win

**Apologies:** Ryan Tan Jun Wei

### **2. Minutes of the Previous Meeting**

Minutes of the previous meeting are checked and confirmed by the group members.

### **3. Business Arising from the Previous Meeting**

Reporting on Action Sheet for Last Meeting 2:

Item	Action	Person(s) Responsible	Status
2 - 4.1	Research on subtopics to be used	All members	Completed
2 - 4.2	Finding research sources to be used	Tan Ze Xi, Ryan Tan Jun Wei	Completed

### **4. Agenda**

**4.1** Research on the use of AI in healthcare

**4.2** Problems that are solvable by AI

**4.3** Research on the success and failure of implementing AI

Action Sheet for Today's Meeting 3:

Item	Action	Person(s) Responsible	Expected Completion Date/Time
3 - 4.1	Research on the use of AI in healthcare	Lang Zolyn	30 September 2020
3 - 4.2	Problems that are solvable by AI	Tan Ze Xi, Ryan Tan Jun Wei	30 September 2020

3 - 4.3	Research on the success and failure of implementing AI	Shamrethan Balendran, Ko Ko Win	30 September 2020
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## **5. Concerns**

**5.1** Ryan might not know his role

## **6. Next Meeting**

The next meeting is scheduled for 30 September - 4.00 pm at an online Zoom meeting

### **FIT1055 Team “April Fool’s” - Meeting 4 – 30 September 2020**

#### **1. Attendees and Apologies**

**Members Present:** Lang Zolyn, Tan Ze Xi, Shamrethan Balendran, Ko Ko Win, Ryan Tan Jun Wei

**Apologies:** -

## **2. Minutes of the Previous Meeting**

Minutes of the previous meeting are checked and confirmed by the group members.

## **3. Business Arising from the Previous Meeting**

Reporting on Action Sheet for Last Meeting 3:

Item	Action	Person(s) Responsible	Status
3 - 4.1	Research on the use of AI in healthcare	Lang Zolyn	Completed
3 - 4.2	Problems that are solvable by AI	Tan Ze Xi, Ryan Tan Jun Wei	Completed
3 - 4.3	Research on the success and failure of implementing AI	Shamrethan Balendran, Ko Ko Win	Completed

## **4. Agenda**

**4.1** Counter checking on points

**4.2** Preparing points on presentation slides

**4.3** Blog preparation

Action Sheet for Today's Meeting 4:

Item	Action	Person(s) Responsible	Expected Completion Date/Time
4 - 4.1	Counter checking points	All members	1 October 2020
4 - 4.2	Prepare points on presentation slides	All members	2 October 2020

4 - 4.3	Blog preparations	All members	2 October 2020
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## **5. Concerns**

**5.1** Members may not be able to finish all tasks on the given timeframe

## **6. Next Meeting**

The next meeting is scheduled for 3 October 2020 - 12.00 pm at an online Zoom meeting

## **FIT1055 Team “April Fool’s” - Meeting 5 – 3 October 2020**

### **1. Attendees and Apologies**

**Members Present:** Lang Zolyn, Kokowin, Ryan Tan Jun Wei, Shamrethan

**Apologies:**

## **2. Minutes of the Previous Meeting**

Minutes of the previous meeting are checked and confirmed by the group members.

## **3. Business Arising from the Previous Meeting**

Reporting on Action Sheet for Last Meeting 4:

Item	Action	Person(s) Responsible	Status
4 - 4.1	Counter checking points	All members	Completed
4 - 4.2	Prepare points on presentation slides	All members	Completed
4 - 4.3	Blog preparations	All members	Completed

## **4. Agenda**

### **4.1 Delegating task**

### **4.2 Analysing tools for prototype**

### **4.3 Ensuring everything is on track**

Action Sheet for Today's Meeting 5:

Item	Action	Person(s) Responsible	Expected Completion Date/Time
5 - 4.1	Last checking of slides	Lang Zolyn	17 October 2020
5 - 4.2	A trial run of the presentation	All members	3 October 2020

## **5. Concerns**

### **5.1 Presentation time limit may not be fulfilled**



## **6. Next Meeting**

The next meeting is scheduled for 17 October 2020 - 8.00 pm at an online Zoom meeting

## **FIT1055 Team “April Fool’s” - Meeting 6 – 17 October 2020**

### **1. Attendees and Apologies**

**Members Present:** Shamrethan Balendran, Zolyn Lang, Ryan Tan Jun Wei, Ko Ko Win,  
Tan Ze Xi

**Apologies: -**

## **2. Minutes of the Previous Meeting**

Minutes of the previous meeting are checked and confirmed by the group members.

## **3. Business Arising from the Previous Meeting**

Reporting on Action Sheet for the Last Meeting 5:

Item	Action	Person(s) Responsible	Status
5 - 4.1	Last checking of slides	Lang Zolyn	Completed
5 - 4.2	A trial run of the presentation	All members	Completed

## **4. Agenda**

### **4.1 Presentation slide designing**

### **4.2 A trial run of the presentation**

### **4.3 Updating of points**

Action Sheet for Today's Meeting 6:

Item	Action	Person(s) Responsible	Expected Completion Date/Time
6 - 4.1	Presentation slide designing	All members	18 October 2020
6 - 4.2	A trial run of the presentation	All members	17 October 2020
6 - 4.3	Updating points	All members	17 October 2020

## **5. Concerns**

### **5.1 Design of presentation might not be good enough**

### **5.2 Presentation time may undershoot or overshoot the time limit**

## **6. Next Meeting**

The next meeting is scheduled for 23 October 2020 - 11.00 am at an online Zoom meeting

### **FIT1055 Team “April Fool’s” - Meeting 7 – 23 October 2020**

#### **1. Attendees and Apologies**

**Members Present:** Shamrethan Balendran, Zolyn Lang, Ryan Tan Jun Wei, Ko Ko Win,  
Tan Ze Xi

**Apologies:** -

#### **2. Minutes of the Previous Meeting**

Minutes of the previous meeting are checked and confirmed by the group members.

### **3. Business Arising from the Previous Meeting**

Reporting on Action Sheet for the Last Meeting 6:

Item	Action	Person(s) Responsible	Status
6 - 4.1	Presentation slide designing	All members	Completed
6 - 4.2	A trial run of the presentation	All members	Completed
6 - 4.3	Updating points	All members	Completed

### **4. Agenda**

#### **4.1 Delegating task**

#### **4.2 Analysing tools for prototype**

#### **4.3 Ensuring everything is on track**

Action Sheet for Today's Meeting 7:

Item	Action	Person(s) Responsible	Expected Completion Date/Time
5 - 4.1	Delegating tasks	Lang Zolyn	23 October 2020
5 - 4.2	Analyzing tools for prototypes	Ryan Tan	24 October 2020
5 - 4.3	Ensuring everything is on track	Kokowin	24 October 2020

### **5. Concerns**

#### **5.1 Time constraints**

### **6. Next Meeting**

There are no further meetings thereafter