

PROJECT MEETING MINUTES

DATE: Monday, November 13, 2017
TIME: 11:00 am
LOCATION: SIM HQ BLK A

MEETING / PROJECT NAME: Meeting 18
MINUTES PREPARED BY: Durrah Afshan

1. MEETING OBJECTIVE

To make User manual, Technical manual and create Video for LocAdoc application.

2. ATTENDEES PRESENT

NAME	Student ID	EMAIL	PHONE
Abhi Jay Krishnan	5025448	abhijay.krishnan@gmail.com	81638021
Durrah Afshan	5025916	durrahafshan@gmail.com	91759105
Rivaldo Erawan	5026374	rivaldo.erawan97@gmail.com	96565187
Kim Hyeoncheol	5026052	effectmix@gmail.com	88087415

3. AGENDA & NOTES, DECISIONS, ISSUES

NOTES

Discussed the contents to be added in both the manuals.

4. ACTION ITEMS

ACTION	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY
<ul style="list-style-type: none">- Started working on the Technical Manual and User Manual- Created a video for the app- Made changes to the website	Team	22 nd Nov 2017

5. NEXT MEETING (if applicable)

DATE	TBA	TIME	TBA	LOCATION	TBA
OBJECTIVE	Our aim is to complete making the manual and video by 19 th Nov				

SUBMITTED BY: Abhi Jay Krishnan

APPROVED BY: Durrah Afshan
Rivaldo Erawan
Kim Hyeoncheol