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

**PROJECT MEETING MINUTES**

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

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| **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** | |
| * Started working on the Technical Manual and User Manual * Created a video for the app * Made changes to the website | | | | | Team | | 19th 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 19th Nov | | | | | | | |

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| **SUBMITTED BY:** | Abhi Jay Krishnan | **APPROVED BY:** | Durrah Afshan |
|  |  |  | Rivaldo Erawan |
|  |  |  | Kim Hyeoncheol |