# Checkpoint Meeting Minutes

|  |
| --- |
| 38 |

## Group Identifier:

|  |  |  |
| --- | --- | --- |
| 09 | 02 | 2016 |

## Date of Meeting:

## Attendance Register:

|  |  |
| --- | --- |
| **Name** | **Present** |
| Prakash | X |
| Brad | X |
| Ahmad | X |
| Napat | X |
| Fergus | X |
|  |  |

If present mark with (X), approved absence (A), otherwise leave blank

## Progress review of last week

|  |  |  |
| --- | --- | --- |
| **Name** | **Task Description** | **Task Status** |
| Prakash | Design GUIs | O |
| Person 1 | Create database tables | O |
| Person 1 | Create basic test data for tables | O |
| Brad | Design GUIs | O |
| Person 2 | Create basic test data for tables | O |
| Person 2 | Create database tables | O |
| Ahmad | Design GUIs | O |
| Person 3 | Create basic test data for tables | O |
| Person 3 | Create database tables | O |
| Napat | Design GUIs | O |
| Person 4 | Create basic test data for tables | O |
| Person 4 | Create database tables | O |
| Fergus | Design GUIs | O |
| Person 5 | Create basic test data for tables | O |
| Person 5 | Create database tables | O |
| Person 6 |  |  |
| Person 6 |  |  |
| Person 6 |  |  |

Max three rows per group member. Task status: (C) completed (O) ongoing (X) no report

## Plan for next week

|  |  |  |
| --- | --- | --- |
| **Name** | **Task Description** | **Task Status** |
| All | Edit GUI to fit group design | O |
|  | Finalize database | N |
|  |  |  |
| Person 2 |  |  |
| Person 2 |  |  |
| Person 2 |  |  |
| Person 3 |  |  |
| Person 3 |  |  |
| Person 3 |  |  |
| Person 4 |  |  |
| Person 4 |  |  |
| Person 4 |  |  |
| Person 5 |  |  |
| Person 5 |  |  |
| Person 5 |  |  |
| Person 6 |  |  |
| Person 6 |  |  |
| Person 6 |  |  |

Max three rows per group member. Task status: (N) new (O) ongoing (X) no report

## Other Issues and Risks

|  |
| --- |
| None. |