**Daily Scrum Meeting/Short Stand-up Meeting**

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| **Daily Scrum Meeting (15 minutes)** | | | | |
| **Date** | **Description** | **Affected** | **Action** | **Developer** |
| 11/12/2016 | -Conduct discussion about user story.  -Submit user story to pivotal tracker | - | - 1 User Story created | Chong Khuan Chen, Ooi Chun Chiat, Teh Zhi Rou and Yu Ke Quan |
| 12/12/2016 | -Discuss what module is needed in the user story | - | -Total of 1 module decided | Chong Khuan Chen, Ooi Chun Chiat, Teh Zhi Rou and Yu Ke Quan |
| 13/12/2016 | -Discuss what function should include in the modules  -Discuss the UI design of the software | - | -The main UI design has been decided. | Chong Khuan Chen, Ooi Chun Chiat, Teh Zhi Rou and Yu Ke Quan |
| 14/12/2016 | -Start the coding  -Design UI interface for system  -Code admin login module  -Code main admin page module | -Face the problem with data validation | -Work together with partner to solve the problem together | Chong Khuan Chen, Ooi Chun Chiat, Teh Zhi Rou and Yu Ke Quan |
| 16/12/2016 | - Due date | -All member has submitted their parts to Scrum master | - Planned to combine all parts and test the system tomorrow | Chong Khuan Chen, Ooi Chun Chiat, Teh Zhi Rou and Yu Ke Quan |
| 17/12/2016 | -Combine and test | -Found some bugs in the code and debug | -Final checking for all documentation | Chong Khuan Chen, Ooi Chun Chiat, Teh Zhi Rou and Yu Ke Quan |
| 18/12/2016 | -Submit coding to github | - | - | Teh Zhi Rou |