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

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| **Daily Scrum Meeting (15 minutes)** | | | | |
| **Date** | **Description** | **Affected** | **Actions** | **Developer** |
| 19/12/2016 | -Discuss about the user story  -Submit user story to pivotal tracker | - | -3 User Stories is created | Chong Khuan Chen, Ooi Chun Chiat, Teh Zhi Rou and Yu Ke Quan |
| 20/12/2016 | -Discuss about what module is needed based on the user story | - | -A Total of 3 modules is decided at the end of discussion | Chong Khuan Chen, Ooi Chun Chiat, Teh Zhi Rou and Yu Ke Quan |
| 21/12/2016 | -Discuss what functions is needed for each modules  -Discuss how the UI should look like  -Design UI for the system | -Each member have different approach of the functions | -The functions for each module is decided  -The UI for the three module is finished | Chong Khuan Chen, Ooi Chun Chiat, Teh Zhi Rou and Yu Ke Quan |
| 22/12/2016 | -Coding Generate Report module  -Coding Edit Personal Information module | -There are problems of SQL queries to sort the data according to report requirements  -There is problem with update database with edited information. | -Team member worked together to solved it. | Teh Zhi Rou and Yu Ke Quan  Chong Khuan Chen and Ooi Chun Chiat |
| 24/12/2016 | -Coding Main User Page module  -Combine and test | -Some bugs are found when debugging | -All functions is implemented  -Final checking for all documentation | Chong Khuan Chen, Ooi Chun Chiat, Teh Zhi Rou and Yu Ke Quan |
| 25/12/2016 | -Submit code to github | - | - | Teh Zhi Rou |