Meeting minutes 1

April 13, 2018, 6:00 pm to 9:00pm

Place: Southern University College Library

Member Attend: Foong Chin Wei, Lew Zhan Fai, Lee Yi Sheng

**Announcements**

* Discuss system name
* Discuss system function
* Allocated work for each group member

**Discussion**

1. We discussed a new idea about managing the activity in website. The system is more about organizer can post their activity or event in the website and participant can browse the website and choose the activity to attend.
2. We discussed about the work of stage 1 report. Foong responsible for Objective and Introduction. Lew responsible for Background research and Project schedule. Lastly, Lee responsible for Methodology and Project scope. Each of us will provide the document of curriculum vitae and Lew will combine it.

**Roundtable**

Result (a)

According the content of our project, we decided the project name as ‘Activity Management System’.

Result (b)

We all accept the work allocated and we decided to finish the literature review part together.

Next Meeting date: [April 24, 2018, 12:00pm to 3:00pm, Southern University College Library]