**Team A3 Meeting – 7 February 2017**

Meeting called to order at 3:00pm by Leader, Timothy Chin.

**Members Present:**

Yu Xuan, Kenneth Yang, Yik Fei, Timothy Chin, Hui En, Marus Chen, Jamal Bin Radwan

**Members Not Present:**

None

**Reading of Agenda:**

Approve previous meeting’s minutes

Check on current progress of project

Change or edit previous tasks split

Assign rest of the project tasks

**Businesses:**

* Previous meeting’s minutes approved.
* Motion from Timothy to check current progress on project:

Checked all members’ tasks and asked them to finalize changes and send to Timothy when done.

Timothy will compile the SRS and the report and look through and check.

* Assign the rest of the project tasks:

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| --- | --- |
| Name | Task |
| Timothy | Risk Analysis, Sequence Diagram (Chg Reset Pwd, Chg User, Add User) |
| Yu Xuan | Activity Workflow Diagram |
| Hui En | Component Diagram |
| Kenneth | Class Diagram |
| Jamal | Sequence Diagram |
| Yik Fei | Sequence Diagram (Edit Stock, Search Stock) |
| Marcus | Sequence Diagram |

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* Assessment of minutes:

Minutes lasted 3 hours.

* Agenda for next meeting

Next meeting called on 7 February. Evaluate current progress of the project development. Check first iteration of diagrams.

Meeting adjourned at 6:11pm.

Meetings submitted by Leader, Timothy Chin