**Meeting Minute**

Objective:

* Having scrum meeting and asking 3 question.
* Discussing about the goal that we have achieve.
* What problem that we facing while doing the project.
* To separate the work to all group members.

Note Taker: Ho Seow Woon

Approved by: Bok Chou Zheng

Date: 24/2/2021

Time: 9.00pm – 9.15pm

Called by: Bok Chou Zheng

Submitted by: Bok Chou Zheng

Attendees:

* Lee You Chen
* Ho Seow Woon
* Khiew Chia Chuan
* Bok Chou Zheng

Location: Zoom Meeting

Meeting Type: Information sharing & Decision-making meeting

Facilitator: Bok Chou Zheng

|  |  |  |
| --- | --- | --- |
| **Agenda Item** | **Presenter** | **Time Allocated** |
| 1. Scrum Meeting | Whole Team Members | 5 min  (9.00pm – 9.05pm) |
| 1. Discuss about the Goal that we achieve | Whole team members | 5 min  (9.05pm – 6.10pm) |
| 1. What problem that we facing when create the project. | Whole team members | 5 min  (9.10pm – 9.15pm) |

**Decisions**

1. We have discussed about what we doing last week, what we doing this week and anything that on way in the scrum meeting.
2. Next, we will discuss about the goal achievement and the problem that we face while doing the system.

|  |  |  |
| --- | --- | --- |
| New Action Item | Person In-charge | Due Date |
| 1. Coding the user interface for admin site and student’s site. | Lee You Chen | - |
| 1. Doing the admin register coordinator. 2. Coding Upload images and document file 3. Designing Diagram | Khiew Chia Chuan  Ho Seow Woon  Bok Chou Zheng | -  -  - |
|  |  |  |

Other Notes & Information

1. Try to find some source code that will help in our system.
2. Starting to code the user interface for admin and student site.
3. Finding some source code for the upload images.