# Week 1

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| Discussing Roles and Resources |

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| Date: 23.6.2018 | Meeting Time: 1:15 PM – 1:45 PM | Gusto: UOG Class Room |

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| Meeting called by | Min Thu Khant |
| Type of meeting | Sharing each other’s capability and interests |
| Facilitator | Gusto |
| Note taker | Myo Thiha Tun |
| Timekeeper | Su Pyae Thu Ya |
| Attendees | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun, Yune Nadi Oo |

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| --- |
| Sharing interests and capability |

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| 30 min | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun, Yune Nadi Oo |
| Sharing interests | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun, Yune Nadi Oo |
| Event planner project | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun, Yune Nadi Oo |
| Capability and deciding app platform | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun, Yune Nadi Oo |

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| Action Items | Person Responsible | Deadline |
| Make a role specific report and send email to lecturer | Myo Thiha Tun | About 2 hour to submit |

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| Next Meeting Objective |

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| Bring own innovative project ideas |

# Week 2

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| Discussing Roles and Resources |

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| Date: 29.6.2018 | Meeting Time: 2:15 PM – 3:00 PM | Gusto: UOG Class Room |

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| Meeting called by | - |
| Type of meeting | Sharing each other’s capability and interests again since the first one is being rejected |
| Facilitator | Gusto |
| Note taker | Myo Thiha Tun |
| Timekeeper | Su Pyae Thu Ya |
| Attendees | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun, Yune Nadi Oo |

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| Sharing interests and capability |

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| 45 min | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun, Yune Nadi Oo |
| Sharing interests | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun, Yune Nadi Oo |
| Finding teams project | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun, Yune Nadi Oo |
| Giving Group Name | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun, Yune Nadi Oo |
| Bit Geek | Min Thu Khant |
| Capability and deciding app platform | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun, Yune Nadi Oo |

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| Action Items | Person Responsible | Deadline |
| Making project specifications and function file and email it to lecturer | Khant Ti Kyi | 5.7.2018 |
| Make team Logo | Su Pyae Thu Ya | - |

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| Next Meeting Objective |

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| Search free API, Finding more distinct functions, what to use for UI |

# Week 3

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| Finalizing Project Idea |

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| Date: 6.7.2018 | Time: 2:15 AM - 2:45 PM | Gusto: UOG Classroom |

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| Meeting called by | Khant Ti Kyi |
| Type of meeting | Discussing ideas |
| Facilitator | Gusto |
| Note taker | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun, Yune Nadi Oo |
| Timekeeper | Su Pyae Thu Ya |
| Attendees | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun, Yune Nadi Oo |

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| Brain Storming |

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| 30 Min | Each member |
| Discuss about free API | Aung Phone Kyaw, Min Thu Khant |
| Search other people apps (similar to finding teams) | Myo Thiha Tun |
| Search name for project name | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun, Yune Nadi Oo |
| Discuss more distinct functions | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun, Yune Nadi Oo |

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| Action Items | Person Responsible | Deadline |
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| Next Meeting Objective |

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| Search about which other distinct project should we do |

# Week 4

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| Finalizing Project Idea |

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| Date: 12.7.2018 | Time: 11:30 AM - 2:00 PM | Gusto: War room |

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| Meeting called by | Min Thu Khant |
| Type of meeting | Sharing each other’s capability and interests again since the second one is being rejected also |
| Facilitator | Gusto |
| Note taker | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun, Yune Nadi Oo |
| Timekeeper | Su Pyae Thu Ya |
| Attendees | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun, Yune Nadi Oo |

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| Brain Storming |

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| 2 Hour and 30 Min | Each member |
| About which other project should we do | Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun, Yune Nadi Oo |
| Health Diagnosis | Myo Thiha Tun, Yune Nadi Oo |
| Travel Agency | Su Pyae Thu Ya |
| Event Planner | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun, Yune Nadi Oo |
| Gone Sin Mal | Min Thu Khant, Aung Phone Kyaw |

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| Action Items | Person Responsible | Deadline |
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| Discussing Gone Sin Mal Idea |

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| 1 Hour and 30 min | Each member |
| Coin Logic | Min Thu Khant, Aung Phone Kyaw |
| Functions | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun, Yune Nadi Oo |

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| Action Items | Person Responsible | Deadline |
| Make a power point about the project | Min Thu Khant | 13.7.2018 |
| Create a temporary Logo | Aung Phone Kyaw | 13.7.2018 |

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| Next Meeting Objective |

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| To discuss Customer Side UI, Restaurant Side UI, Developer (owner side) UI and payment method testing |

# Week 4

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| Layout Design and deciding database entities |

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| Date: 15.7.2018 | Time: 12:15 PM – 1:36 PM | Gusto: UOG class room |

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| Meeting called by | Min Thu Khant |
| Meeting objective | To discuss Customer Side UI, Restaurant Side UI, Developer (owner side) UI and payment method testing |
| Facilitator | Gusto |
| Note taker | Min Thu Khant |
| Timekeeper | Su Pyae Thu Ya |
| Attendees | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun, Yune Nadi Oo |

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| Customer Side UI |

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| 30 Min | Each member |
| Heading bar | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun |
| Profile | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun |
| Button Bar contents | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun |

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| Action Items | Person Responsible | Deadline |
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| Restaurant Side UI |

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| 10 Min | Each member |
| Shop owner and waiter privilege | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun, |
| Button Bar contents | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun |

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| Action Items | Person Responsible | Deadline |
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| Developer Side UI |

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| 5 Min | Each member |
| Developer side functions and view | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun, |

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| Action Items | Person Responsible | Deadline |
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| MyanPay Payment System |

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| 15 Min | Each member |
| Deciding MyanPay top up account | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun, |
| Contacting MyanPay | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun, Yune Nadi Oo |
| Waiting reply from MyanPay | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun, Yune Nadi Oo |

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| Action Items | Person Responsible | Deadline |
| Email automation research | Min Thu Khant | 18.7.2018 |
| Researching Messages on KBZ mobile payment | Khant Tyi Kyi, Aung Phone Kyaw | 18.7.2018 |
| Create Project Specification | Min Thu Khant | 18.7.2018 |
| Finalize Team Logo | Su Pyae Thu Ya | - |
| Research Payment methods which can be applied to project | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun, Yune Nadi Oo | 16.7.2018 – 9:00 PM |

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| Next Meeting Objective |

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| Discuss on research about payment methods, share discussed UI design of each member |

# Week 5

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| Start Working for the Project |

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| Date: 18.7.2018 | Time: 12:15 PM – 2:20 PM | Gusto: Lab Room 3 |

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| Meeting called by | Khant Ti Kyi |
| Meeting objective | To discuss on payment method |
| Facilitator | Gusto |
| Note taker | Min Thu Khant |
| Timekeeper | Su Pyae Thu Ya |
| Attendees | Min Thu Khant, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun, Yune Nadi Oo |

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| Payment System |

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| --- | --- |
| 1 hour and 41 Min | Min Thu Khant, Aung Phone Kyaw, Su Pyae Thu Ya |
| MPSS | Min Thu Khant, Su Pyae Thu Ya |
| 2C2P | Su Pyae Thu Ya |
| 663 mobile money | Min Thu Khant |
| Contacting 2C2P and MPSS | Min Thu Khant, Su Pyae Thu Ya, Aung Phone Kyaw |
| Contacting MyanPay again | Min Thu Khant |
| Money transfer from KBZ to MyanPay | Aung Phone Kyaw, Min Thu Khant |
| Opening another MyanPay Account | Aung Phone Kyaw |
| Transfer money between 2 MyanPay Accounts (Not Successful yet) | Min Thu Khant, Aung Phone Kyaw |

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| Action Items | Person Responsible | Deadline |
| Continue to transfer money between them | Min Thu Khant & Aung Phone Kyaw | 20.7.2018 |

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| Fluid UI |

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| 1 hour and 41 Min | Myo Thiha Tun, Yune Nadi Oo, Min Thu Khant |
| Making customer side UI | Myo Thiha Tun |
| Advising what to do | Yune Nadi Oo, Min Thu Khant |
| Tried to save it into laptop | Myo thiha Tun, Yune Nadi Oo |
| Making another account to see whether it can access to the existing account | Yune Nadi Oo |

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| Action Items | Person Responsible | Deadline |
| Continue Making the Fluid UI | Aung Phone Kyaw | - |

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| Checking out other applications |

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| 24 Min | All members |
| Searching Applications | Min Thu Khant, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun, Yune Nadi Oo |
| Checking out their way of working | Min Thu Khant, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun, Yune Nadi Oo |
| Checking out the design | Min Thu Khant, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun, Yune Nadi Oo |
| Think about the differences between that app and our project | Min Thu Khant, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun, Yune Nadi Oo |

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| Action Items | Person Responsible | Deadline |
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| Next Meeting Objective |

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| Continue working one the payment system and business logic layer |

# Week 5

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| Start Working for the Project |

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| Date: 20.7.2018 | Time: 2:35 AM - 3:36 PM | Gusto: Study Area |

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| Meeting called by | Min Thu Khant |
| Type of meeting | Working out on the payment system |
| Facilitator | Gusto |
| Note taker | Min Thu Khant |
| Timekeeper | Su Pyae Thu Ya |
| Attendees | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun, Yune Nadi Oo |

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| Payment system |

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| 1 Hour and 1 Min | Each member |
| Emailing and calling MyanPay about the problem | Min Thu Khant, Khant Ti Kyi, Aung Phone Kyaw |
| Making donation account | Min Thu Khant, Khant Ti Kyi |
| Transfer money by donation | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun |
| Transfer money by pay online | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun |
| Looking at the tax rate and decide which to choose | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun |

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| Action Items | Person Responsible | Deadline |
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| Web server |

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| 15 min (parallel) | Each member |
| Searching for web server | Min Thu Khant |
| Discussing to whether buy it or not | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun, Yune Nadi Oo |

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| Action Items | Person Responsible | Deadline |
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| Next Meeting Objective |

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| Finishing wireframe (basic UI) design and requirement(project) specification |

# Week 5

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| Start Working for the Project |

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| Date: 22.7.2018 | Time: 12:30 PM - 1:47 PM | Gusto: UOG Class Room |

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| Meeting called by | Min Thu Khant |
| Type of meeting | Working out on Fluid UI design and requirement specification |
| Facilitator | Gusto |
| Note taker | Min Thu Khant |
| Timekeeper | Su Pyae Thu Ya |
| Attendees | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun, Yune Nadi Oo |

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| Fluid UI |

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| Hour and Min | Each member |
| Discuss on how to design | Min Thu Khant, Aung Phone Kyaw, Myo Thiha Tun, Khant Ti Kyi, Su Pyae Thu Ya, Yune Nadi Oo |
| Designing | Min Thu Khant, Aung Phone Kyaw |

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| Action Items | Person Responsible | Deadline |
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| Next Meeting Objective |

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| Continue drawing Fluid UI and make UML activity diagram |

# Week 6

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| Start Working for the Project |

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| Date: 25.7.2018 | Time: 9:58 AM - 1:24 PM | Gusto: UOG Class Room |

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| Meeting called by | Min Thu Khant |
| Type of meeting | Continue working out on Fluid UI design and requirement specification |
| Facilitator | Gusto |
| Note taker | Min Thu Khant |
| Timekeeper | Su Pyae Thu Ya |
| Attendees | Min Thu Khant, Su Pyae Thu Ya, Aung Phone Kyaw |

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| Fluid UI (Restaurant side and Developer side) |

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| 3 Hour | Each member |
| Discuss on how to design | Min Thu Khant, Aung Phone Kyaw, Su Pyae Thu Ya |
| Designing | Min Thu Khant, Aung Phone Kyaw |

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| Action Items | Person Responsible | Deadline |
| Editing all of the UI pages with Photoshop | Aung Phone Kyaw | 25.7.2018 |

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| UML Activity Diagram (Restaurant side and Customer side) |

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| 26 Min | Each member |
| Discuss on which to draw and writing them down | Min Thu Khant, Aung Phone Kyaw, Su Pyae Thu Ya |

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| Action Items | Person Responsible | Deadline |
| Draw the Customer side UML Activity Diagram | Su Pyae Thu Ya | 25.7.2018 |
| Draw the Restaurant side UML Activity Diagram | Min Thu Khant | 25.7.2018 |

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| Next Meeting Objective |

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| Discuss and draw the class diagram for all of the application |

# Week 7

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| Start Working for the Project |

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| Date: 4.8.2018 | Time: 11:25 AM – 3:22 PM | Gusto: Study Area and UOG Class Room |

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| Meeting called by | Min Thu Khant |
| Type of meeting | Start working out on Class Diagram |
| Facilitator | Gusto |
| Note taker | Min Thu Khant |
| Timekeeper | Su Pyae Thu Ya |
| Attendees | Min Thu Khant, Yune Nadi Oo, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun |

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| Starting to work on Class Diagram (Customer Side) |

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| 1 Hour and 45 min | Min Thu Khant, Yune Nadi Oo, Su Pyae Thu Ya, Aung Phone Kyaw |
| Discuss on how to start drawing it and what to put in it (Briefly) | Min Thu Khant, Yune Nadi Oo, Su Pyae Thu Ya, Aung Phone Kyaw |
| Drawing sketch of it | Min Thu Khant |
| Search for Facebook login (plugin) for customers | Min Thu Khant, Aung Phone Kyaw |
| Search for Google Map (plugin) for get direction | Min Thu Khant, Aung Phone Kyaw |
| Drawing the Customer side | Min Thu Khant |
| Discussing and advising what to put in the Customer class diagram | Min Thu Khant, Yune Nadi Oo, Su Pyae Thu Ya, Aung Phone Kyaw |

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| Action Items | Person Responsible | Deadline |
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| Restaurant and Admin side Class Diagarm |

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| 1 Hour and 57 Min | Min Thu Khant, Myo Thiha Tun, Su Pyae Thu Ya, Aung Phone Kyaw |
| Searching on QR code generating and shoring | Min Thu Khant, Myo Thiha Tun, Su Pyae Thu Ya, Aung Phone Kyaw |
| Drawing the Restaurant side | Min Thu Khant |
| Discussing and advising what to put in the Restaurant class diagram | Min Thu Khant, Myo Thiha Tun, Su Pyae Thu Ya, Aung Phone Kyaw |
| Drawing the Admin side | Min Thu Khant |
| Discussing and advising what to put in the Admin class diagram | Min Thu Khant, Myo Thiha Tun, Su Pyae Thu Ya, Aung Phone Kyaw |
| Search about trigger for making time count down in for server side | Min Thu Khant, Myo Thiha Tun, Su Pyae Thu Ya, Aung Phone Kyaw |

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| Action Items | Person Responsible | Deadline |
| Draw Sequence Diagram | Khant Ti Kyi | Next Week |
| Draw ERD diagram | Myo Thiha Tun | Next Week |
| Make Normalization | Min Thu Khant | Next Week |
| Study the API using Asp.Net | Min Thu Khant | Next Week |
| Redraw Site Map and changes in Fluid UI | Aung Phone Kyaw | Next Week |
| Redraw Activity Diagram | Su Pyae Thu Ya | Next Week |
| Study React Native | Myo Thiha Tun, Aung Phone Kyaw, Su Pyae Thu Ya | Next Week |

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| Next Meeting Objective |

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# Week 8

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| Start Working for the Project |

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| Date: 07.10.2018 | Time: 9:00 PM – 11:53 PM | Discord |

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| Meeting called by | Min Thu Khant |
| Type of meeting | Backend Developers |
| Facilitator | - |
| Note taker | Min Thu Khant |
| Timekeeper | Su Pyae Thu Ya |
| Attendees | Min Thu Khant, Aung Phone Kyaw |

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| Testing Vue and QR generators |

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| 2 hours and 53 mins | Min Thu Khant, Aung Phone Kyaw |
| Testing with Vue | Min Thu Khant, Aung Phone Kyaw |
| Testing QR generator and scanner for customer and restaurant side | Min Thu Khant, Aung Phone Kyaw |

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| Action Items | Person Responsible | Deadline |
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| Next Meeting Objective |

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# Week 9

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| Start Working for the Project |

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| Date: 28.10.2018 | Time: 12:21 AM – 1:35 PM | Gusto: UOG Class Room |

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| Meeting called by | Min Thu Khant |
| Type of meeting | UI designs rethink and reconsider |
| Facilitator | Gusto |
| Note taker | Min Thu Khant |
| Timekeeper | Su Pyae Thu Ya |
| Attendees | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun |

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| UI designs (Recreate) |

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| 1 Hour and 45 min | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun |
| Admin Account Login | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw |
| Customer Side Searching, Gone sin page | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw |
| Restaurant login (get Myanpay username instead of email) | Min Thu Khant, Khant Ti Kyi, Aung Phone Kyaw, Myo Thiha Tun |
| Testing MyanPay again | Min Thu Khant, Khant Ti Kyi, Aung Phone Kyaw |

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| Action Items | Person Responsible | Deadline |
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| Next Meeting Objective |

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# Week 10

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| Start Working for the Project |

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| Date: 05.11.2018 | Time: 10:00 AM – 12:30 PM | Discord (screen shared video chat) |

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| Meeting called by | Min Thu Khant |
| Type of meeting | App Configuration |
| Facilitator | - |
| Note taker | Min Thu Khant |
| Timekeeper | Su Pyae Thu Ya |
| Attendees | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun, Yune Nadi Oo |

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| --- |
| Application Installation |

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| 2 hours and 30 mins | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun, Yune Nadi Oo |
| showing how to configure environment to run our app both front end and API by Min Thu Khant and Aung Phone Kyaw | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun, Yune Nadi Oo |
| Testing out whether it is completed or not and work or didn’t work | Min Thu Khant, Khant Ti Kyi, Su Pyae Thu Ya, Aung Phone Kyaw, Myo Thiha Tun, Yune Nadi Oo |

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| Action Items | Person Responsible | Deadline |
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| Next Meeting Objective |

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# Week 10

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| Start Working for the Project |

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| Date: 22.01.2019 | Time: 10:30 AM - 11:30 AM | Gusto: UOG Class Room |

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| Meeting called by | Min Thu Khant |
| Type of meeting | About App Trailer |
| Facilitator | - |
| Note taker | Min Thu Khant |
| Timekeeper | Su Pyae Thu Ya |
| Attendees | Min Thu Khant, Su Pyae Thu Ya, Aung Phone Kyaw, Khant Ti Kyi, Myo Thiha Tun |

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| Video Trailer |

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| 1 Hour | Min Thu Khant, Su Pyae Thu Ya, Aung Phone Kyaw, Khant Ti Kyi, Myo Thiha Tun |
| Discuss on which plot to make the video | Min Thu Khant, Aung Phone Kyaw, Su Pyae Thu Ya, Khant Ti Kyi, Myo Thiha Tun |
| Write the plot and Dialog to show the teacher | Min Thu Khant, Aung Phone Kyaw, Su Pyae Thu Ya |

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| Action Items | Person Responsible | Deadline |
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| Next Meeting Objective |

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# Week 11

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| Start Working for the Project |

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| Date: 22.01.2019 | Time: 10:00 PM - 11:30 PM | Discord |

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| Meeting called by | Min Thu Khant |
| Type of meeting | About App Trailer |
| Facilitator | - |
| Note taker | Min Thu Khant |
| Timekeeper | Su Pyae Thu Ya |
| Attendees | Min Thu Khant, Su Pyae Thu Ya, Aung Phone Kyaw, Khant Ti Kyi, Myo Thiha Tun, Yune Nadi Oo |

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| Video Trailer |

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| 1 Hour and 10 mins | Min Thu Khant, Su Pyae Thu Ya, Aung Phone Kyaw, Khant Ti Kyi, Myo Thiha Tun |
| Discuss on which plot to make the video (Previous plot) | Min Thu Khant, Aung Phone Kyaw, Su Pyae Thu Ya |
| Come up with New Plot | Min Thu Khant |
| Dividing roles for the trailer | Min Thu Khant, Su Pyae Thu Ya, Aung Phone Kyaw, Khant Ti Kyi, Myo Thiha Tun |

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| Action Items | Person Responsible | Deadline |
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| Giving information to other member |

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| 20 Min | Min Thu Khant, Aung Phone Kyaw, Yune Nadi Oo, Khant Ti Kyi, Myo Thiha Tun |
| Telling the plot and giving role | Min Thu Khant, Aung Phone Kyaw, Yune Nadi Oo, Khant Ti Kyi, Myo Thiha Tun |

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| Action Items | Person Responsible | Deadline |
| Direct and shoot video (with the old plot) | Min Thu Khant, Aung Phone Kyaw, Khant Ti Kyi, Myo Thiha Tun | 24.1.2019 |
| Actor | Myo Thiha Tun | - |

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| Next Meeting Objective |

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