

**Team éXi**

Meeting Minutes

|  |  |
| --- | --- |
| Subject | Team Meeting Minutes 16 |
| Date | 1 September 2018 |
| Time | 19:00 – 20:00 |
| Venue | SOE GSR 2.4 |

Attendees

|  |  |
| --- | --- |
| Name | Attendance |
| Moh Moh San | Present |
| Riana | Present |
| Tang Hui Xin | Present |
| Thet Thet Yee | Present |
| Loo Wei Hua Shawn | Present |
| Zang Yu | Present |

Meeting Agenda

|  |
| --- |
| Agenda |
| 1. Progress Updates   Summary of Discussion   * Team members who had tasks to complete updated the team of the task status * Revisited work completed for potential areas of improvements * Clarification of any doubts and queries regarding work completed * Informed the team regarding the changing of hosting server to Jelastic Cloud |
| 1. Project Schedule Review   Summary of Discussion   * Reviewed the current iteration task metrics which was approximately 0.9130 * Decided that the team was on track and estimates are rather accurate * Due to the tight timeline the team is facing, the team decided to implement more tasks in the following iteration |
| 1. Project Metrics Update   Summary of Discussion   * Updated the Task Metrics file with the completed iteration value * Reviewed the Bug Log and updated the Bug Metrics accordingly |

Action Items

|  |  |  |
| --- | --- | --- |
| Action | Member Responsible | Due Date |
| - | - | - |

The meeting was adjourned at 8:00 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared By,

Shawn

Vetted and Edited By,

Zang Yu