

**Team éXi**

Meeting Minutes

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| Subject | Team Meeting Minutes 19 |
| Date | 11 September 2018 |
| Time | 08:00 – 10:30 |
| Venue | SOE GSR 2.4 |

Attendees

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| --- | --- |
| 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

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| Agenda |
| 1. Discussed on feedbacks given by Sponsor   Summary of Discussion   * Discussed the feedbacks given by the Sponsors inclusive of an overview of student attendances * Discussed the suggestions given by the Sponsors inclusive of allowing branch admin users to view student attendances and allowing tutors to modify the lesson dates |
| 1. UI Interface Design   Summary of Discussion   * Reworked the following UI for the functionalities to enhance User Experience   Student Payment Functionality  Auto Promotion  Student & Tutor Registration  Mass Uploading  Mass Class Registration |
| 1. Logic Flow   Summary of Discussion   * The team recognizes that with changes in User Interfaces, there would be changes in back end logic as well * Discussed the various logic for the functionalities stated above * Delegated the work to different members |

Action Item

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

The meeting was adjourned at 10:30 am. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared By,

Tang Hui Xin

Vetted and Edited By,

Shawn