

**Team éXi**

Meeting Minutes

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| Subject | Team Meeting Minutes 21 |
| Date | 17 September 2018 |
| Time | 19:00 – 21:00 |
| Venue | SOE GSR 2.6 |

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. Project Planning   Summary of Discussion   * Recap of the objectives to be met during this meeting * Clarification of doubts regarding the iteration objectives |
| 1. Logic Flow for Coding   Summary of Discussion   * The team revisited the functionalities to be implemented during this iteration and clarified our understanding regarding them * Came up with the logic flow for the functionalities |

Action Item

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| Action | Member Responsible | Due Date |
| Test Cases | Hui Xin | 23 September 2018 |
| Wiki Update | Hui Xin | 23 September 2018 |
| Admin Scheduling Interface Enhancement | Hui Xin | 23 September 2018 |
| Delete Subjects | Moh Moh San | 23 September 2018 |
| Student & Tutor Registration Interface Enhancement | Thet Thet Yee | 23 September 2018 |
| Display Grades Interface | Moh Moh San | 23 September 2018 |
| Attendance Taking | Riana | 23 September 2018 |
| Student & Tutor Payment Tracking | Shawn | 27 September 2018 |
| Payment Status Update | Shawn | 27 September 2018 |
| Mid Term Slides | Zang Yu | 27 September 2018 |

The meeting was adjourned at 9:00 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared By,

Zang Yu

Vetted and Edited By,

Thet Thet Yee