

**Team éXi**

Meeting Minutes

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| Subject | Team Meeting Minutes 13 |
| Date | 4 August 2018 |
| Time | 15:00 – 18:00 |
| Venue | SOE GSR 2.7 |

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 |
| 1. Acceptance Feedback Discussion   Summary of Discussion   * The team discussed on the Acceptance feedback given by Prof Benjamin Gan * Consolidated ideas and questions to propose to Mrs Lian Chee for feedback during the upcoming supervisor meeting |

Action Item

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| Action | Member Responsible | Due Date |
| Test Cases | Hui Xin | 21 August 2018 |
| Schedule Functionality | Riana  Moh Moh San | 25 August 2018 |
| Financial Report Functionality | Thet Thet Yee  Riana | 25 August 2018 |
| Payment Tracking Functionality | Shawn  Hui Xin | 25 August 2018 |
| View Details Functionality | Anna | 25 August 2018 |
| UI Integration | Moh Moh San  Zang Yu | 29 August 2018 |

The meeting was adjourned at 6:00 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared By,

Riana

Vetted and Edited By,

Moh Moh San