

**Team éXi**

Meeting Minutes

|  |  |
| --- | --- |
| Subject | Team Meeting Minutes 04 |
| Date | 22 June 2018 |
| Time | 19:00 – 22:00 |
| Venue | SOE GSR 2-2 |

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. Project Planning   Summary of Discussion   * Recap of the objectives to be met during this meeting * Clarification of doubts regarding the iteration objectives |
| 1. Database Design   Summary of Discussion   * Identified the tables required in the database and the contents of the tables * Established relationships between the tables * Delegated the conversion of thought process into a proper Logical Diagram |
| 1. Creation of Use Case Diagram   Summary of Discussion   * Identified the possible actors involved in the system to be developed * Map the actors to the appropriate functionalities that the actors would be using * Delegated the conversion of the thought process into a proper Use Case Diagram |
| 1. Creation of Sequence Diagram for Student Management   Summary of Discussion   * Identified the possible classes required for the Student Management Process * Logic flow of the functionality (methods used, flow of codes) is established * Delegated the conversion of the thought process into a proper Sequence |

Action Items

|  |  |  |
| --- | --- | --- |
| Action | Member Responsible | Due Date |
| Conversion of Logical Diagram | Thet Thet Yee | 25 June 2018 |
| Conversion of Use Case Diagram | Zang Yu | 25 June 2018 |
| Conversion of Sequence Diagram | Thet Thet Yee | 25 June 2018 |

The meeting was adjourned at 10:00 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared By,

Moh Moh San

Vetted and Edited By,

Loo Wei Hua Shawn