

**Team éXi**

Meeting Minutes

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| Subject | Team Meeting Minutes 03 |
| Date | 26 June 2018 |
| Time | 19:00 – 22:00 |
| Venue | SOE GSR 2-5 |

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. Finalising of ER Diagram   Summary of Discussion   * Reviewed the finalized ER Diagram * Delegated the creation of SQL Scripts to set up the database |
| 1. Creation of Sequence Diagrams (Financial Report Generation)   Summary of Discussion   * Identified the possible classes required for the Financial Report Generation Process * Logic flow of the functionality (methods used, flow of codes) is established * Delegated the conversion of the thought process into a proper Sequence Diagram |
| 1. Creation of Sequence Diagrams (Schedule Creation)   Summary of Discussion   * Identified the possible classes required for the Schedule Creation Process * Logic flow of the functionality (methods used, flow of codes) is established * Delegated the conversion of the thought process into a proper Sequence Diagram |

Action Items

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| Action | Member Responsible | Due Date |
| Finalising of Logical Diagram | Thet Thet Yee | 30 June 2018 |
| Conversion of Sequence Diagram (Financial Report Generation) | Loo Wei Hua Shawn | 30 June 2018 |
| Conversion of Sequence Diagram (Schedule Creation) | Loo Wei Hua Shawn | 30 June 2018 |
| Database SQL Scripts | Tang Hui Xin | 30 June 2018 |
| UI Mockup Preparation | Moh Moh San | 30 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,

Riana

Vetted and Edited By,

Zang Yu