

**Team éXi**

Meeting Minutes

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| Subject | Team Meeting Minutes 04 |
| Date | 30 June 2018 |
| Time | 14:00 – 17:00 |
| Venue | SOL GSR B1-10 |

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. Creation of Sequence Diagrams (Payment Tracking)  * Summary of Discussion * Identified the possible classes required for the Payment Tracking 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 (Attendance Tracking)   Summary of Discussion   * Identified the possible classes required for the Attendance Tracking 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 (Grades Tracking)   Summary of Discussion   * Identified the possible classes required for the Grades Tracking 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 |
| 4. Further discussion of UI Design  Summary of Discussion   * Discussed on the usage of fonts and colors in the web and app user interface * Decided to stick with a consistent theme across the two platforms with a pastel color style * Delegated the conversion of the discussion to updated UI Mockups |

Action Items

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| Action | Member Responsible | Due Date |
| Updating of UI Mockups | Moh Moh San | 4 July 2018 |
| Conversion of Sequence Diagram (Payment Tracking) | Loo Wei Hua Shawn | 4 July 2018 |
| Conversion of Sequence Diagram (Attendance Tracking) | Loo Wei Hua Shawn | 4 July 2018 |
| Conversion of Sequence Diagram (Grades Tracking) | Loo Wei Hua Shawn | 4 July 2018 |

The meeting was adjourned at 5:00 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared By,

Loo Wei Hua Shawn

Vetted and Edited By,

Thet Thet Yee