

**Team éXi**

Meeting Minutes

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| Subject | Team Meeting Minutes 09 |
| Date | 31 July 2018 |
| Time | 19:00 – 21:00 |
| Venue | SOE GSR 2.4 |

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

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| Agenda |
| 1. Deployment Host   Summary of Discussion   * Changing to Jelastic as agreed with the client. |
| 1. Documentation   Summary of Discussion   * Identified document needed. * Identified the required information in the document. * Delegated task to create the document. |
| 1. Database   Summary of Discussion   * Discussion of ideas to change back to SQL with phpMyAdmin * As whole group agreed to change, we delegated task to create the database. |

Action Items

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| --- | --- | --- |
| Action | Member Responsible | Due Date |
| Database Creation | Moh Moh San | 2 August 2018 |
| Login Authentication to SQL | Loo Wei Hua Shawn | 6 August 2018 |
| Subject CRUD | Tang Hui Xin | 6 August 2018 |
| Schedule CRUD | Riana | 6 August 2018 |
| UI design | Moh Moh San Zang Yu | 24 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