

**Team éXi**

Meeting Minutes

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| Subject | Team Meeting Minutes 02 |
| Date | 10 June 2018 |
| Time | 15:00 – 18:00 |
| Venue | SOE GSR 2-6 |

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. Consolidating Sponsor Meeting Information   Summary of Discussion   * Consolidated opinions and information acquired during the meeting with the Sponsor * Edited Project Scope according to the newly established requirements |
| 1. Schedule Planning   Summary of Discussion   * Discussed on the number of iterations and iteration duration for the project * Discussed the functionalities to be implemented and in which iteration |

Action Items

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| Action | Member Responsible | Due Date |
| Technical Research (Deployment, Libraries, Frameworks) | All | 16 June 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,

Thet Thet Yee

Vetted and Edited By,

Moh Moh San