

**Team éXi**

Meeting Minutes

|  |  |
| --- | --- |
| Subject | Team Meeting Minutes 26 |
| Date | 14 Oct 2018 |
| Time | 13:00 – 15:00 |
| Venue | SOL GSR 2-16 |

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. Discuss on feedbacks given   Summary of Discussion   * Discussed the feedbacks given by Mrs Lian Chee |
| 1. Progress Updates   Summary of Discussion   * Reviewed the current iteration task metrics. * Decided to implement more tasks in the next iteration to complete more functionalities earlier |
| 1. Project Metrics Update   Summary of Discussion   * Updated the Task Metrics file with the completed iteration value * Reviewed the Bug Log and updated the Bug Metrics accordingly |

Action Item

|  |  |  |
| --- | --- | --- |
| Action | Member Responsible | Due Date |
| - | - | - |

The meeting was adjourned at 3:00 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared By,

Shawn Loo

Vetted and Edited By,

Thet Thet Yee