

**Team éXi**

Meeting Minutes

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| Subject | Team Meeting Minutes 24 |
| Date | 2 Oct 2018 |
| Time | 19:00 – 20:00 |
| Venue | SOE GSR 2.1 |

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. Project Planning   Summary of Discussion   * Recap of the objectives to be met during this meeting * Clarification of doubts regarding the iteration objectives |
| 1. Logic Flow for Coding   Summary of Discussion   * The team revisited the functionalities to be implemented during this iteration and clarified our understanding regarding them * Came up with the logic flow for the functionalities |

Action Item

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| Action | Member Responsible | Due Date |
| Test Cases | Hui Xin | 6 October 2018 |
| Wiki Update | Hui Xin | 6 October 2018 |
| Receipt Module | Riana | 13 October 2018 |
| Expenses Module | Riana | 13 October 2018 |
| Financial Report Scheduler & Storage | Thet Thet Yee | 13 October 2018 |
| Dashboard – Edited lessons by Tutors | Zang Yu | 13 October 2018 |
| SMS Reminders | Shawn | 13 October 2018 |
| Student Portal | Shawn | 13 October 2018 |
| Parents Portal | Hui Xin | 13 October 2018 |
| Student Export | Moh Moh San | 13 October 2018 |
| UI Integration | Zang Yu  Moh Moh San | 15 October 2018 |

The meeting was adjourned at 8:00 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared By,

Moh Moh San

Vetted and Edited By,

Thet Thet Yee