

**Team éXi**

Meeting Minutes

|  |  |
| --- | --- |
| Subject | Team Meeting Minutes 27 |
| Date | 20 Oct 2018 |
| Time | 18:00 – 20:00 |
| Venue | SIS GSR 3-3 |

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   * Team members updated the team regarding tasks from previous iteration * Clarification of any doubts and queries regarding work completed |
| 1. Poster & Video Discussion   Summary of Discussion   * Discussed possible ideas for presenting video pitch * Discussed arrangement of required materials and design for poster |

Action Item

|  |  |  |
| --- | --- | --- |
| Action | Member Responsible | Due Date |
| Test Cases | Hui Xin | 24 October 2018 |
| Attendance Taking UI – tutor, student | Zang Yu | 26 October 2018 |
| Hourly Rate for combined classes | Moh Moh San | 26 October 2018 |
| Adjusted rate for student payment | Thet Thet Yee | 26 October 2018 |
| Updating of student, parent information | Thet Thet Yee | 26 October 2018 |
| Combination of classes | Moh Moh San | 26 October 2018 |
| Payment Reminder | Shawn | 26 October 2018 |
| Late payment tracking | Shawn | 26 October 2018 |
| Search module – tutor, students, report | Riana | 26 October 2018 |
| Viewing of schedule for parents and student | Hui Xin | 26 October 2018 |
| Video pitch | Zang Yu | 28 October 2018 |
| Poster | Riana | 28 October 2018 |
| Wiki Update | Hui Xin | 30 October 2018 |
| UI Integration | Moh Moh San  Zang Yu | 30 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,

Shawn Loo

Vetted and Edited By,

Thet Thet Yee