

**Team éXi**

Meeting Minutes

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| Subject | Team Meeting Minutes 28 |
| Date | 27 Oct 2018 |
| Time | 18:00 – 20:00 |
| Venue | SIS GSR 3-6 |

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. Discuss on Stretch Goals   Summary of Discussion   * Discussed the implementation of Analytics * Discussed the possible dropping of Paynow after research on APIs |
| 1. Project Schedule Review   Summary of Discussion   * Updated the Task Metrics File with the completed iteration value * Reviewed the Bug Log and updated Bug Metrics accordingly |

Action Item

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

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,

Tang Hui Xin