

**Team éXi**

Meeting Minutes

|  |  |
| --- | --- |
| Subject | Team Meeting Minutes 22 |
| Date | 19 September 2018 |
| Time | 19:00 – 21:00 |
| Venue | SOE GSR 2.4 |

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. Discussed on Stretch Goals   Summary of Discussion   * Discussed the possible stretch goals suggested by Supervisor * Team members took turn to give suggestions and opinions regarding possible stretch goals * Finalise to implement a Web Responsive UI for the Portal and include possible analytics for Grades |

Action Item

|  |  |  |
| --- | --- | --- |
| 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,

Tang Hui Xin

Vetted and Edited By,

Zang Yu