

**Team éXi**

Meeting Minutes

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| Subject | Supervisor Meeting Minutes 07 |
| Date | 28 September 2018 |
| Time | 15:30 – 16:00 |
| Venue | SIS Room 4056 |

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 |
| Prof Koh Lian Chee | Present |

Meeting Agenda

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| Agenda |
| 1. Discussion about Pilot Testing   Summary of Discussion   * Have an Incident Reporting Form for the users to report any possible bugs and additional feedbacks which includes Date, Time and Description * Take turns to position the members on standby as the first 2 days of Pilot Testing would be the most hectic * Would be preferable if the members could be there to assist on the first day while they are running the system |
| 1. Discussion on Mid Term Preparation   Summary of Discussion   * Submit Mid Term slides for Mrs Lian Chee to look through by mid next week * Discussed on possible implementations of our Mid Term demonstrations |
| 1. Discussion on Post Mid Terms   Summary of Discussion   * To prepare for the closing of features * Manage the expectations of users regarding PayNow as the API is still new and might not work well with the system |

Action Items

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| Action | Member Responsible | Due Date |
| Mid Term slides | All | 3 October 2018 |

The meeting was adjourned at 4:00 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared By,

Shawn

Vetted and Edited By,

Riana