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| **Meeting Date :** | 18-08-2015 | **Meeting Time :** | 15:30 PM to 17:00PM |
| **Meeting Attendees :** | Irene, V, Clay, Kaii, Lulu, Likai, Shawn, Miranda | **Meeting Location :** | Engineering Building-Students Area |
| **Minutes Taken by:** | Shawn | **Next Meeting Date & Location:** | 20-08-2015  12:00, at Engineering Building-Students Area |

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| **S.No.** | **Meeting Notes:** |
| 1 | Product backlog refine:  Customers have prioritised that main page has the top priority, then the success stories have. |
| 2 | Design documents and tasks assign  Copy DB and web service folder (V, due 19/08)  Architecture diagram (Lekai & Clay, due 20/08)  Class diagram ---- ER chart (Miranda, due 20/08)  Design decisions ---- mobile friendly & security (Irene, due 20/08)  Low Fi design(UI) ---- main page (V, due 20/08)  Low Fi design(UI) ---- success story (Lulu, due 20/08)  Low Fi design(UI) ---- administrator (Kaii, due 20/08)  Low Fi design ---- flow diagram (Shawn, due 20/08)  Integration(Clay, due 21/08)  Tools: Visio for diagram & chart, photoshop for UI |

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| **S.No.** | **Action Items:** | **Assigned To:** | **Due Date:** |