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| **Date| Time| Venue** | 21st March 2018, 1800hrs – 1900hrs, SIS Project Way |
| **Attendees** | Ahmad, Deborah, Vera, Sebastian, Jack, Haqqim |
| **Agenda** | 1. UAT4 Prep |
| **Notes** | **UAT Preparation**   * Agenda: Test the game server and user intuitiveness * Error messages and coding hints will be up * 26th March 2018, Monday   **Others**   * Sponsor still overseas until start of April – need to arrange an alternative date since he cannot come on 1st April * Rough timeline (tentative)   **By 26th: learning component for game server**  **By 28th: security component**  **28th and 29th: internal testing**  **30th: go live**  **Action Points**   1. Haqqim to send out forms 2. Sebastian to prepare UAT 4 documents 3. Deborah to confirm meeting with sponsor 4. Vera to draw technical diagram |
| **Done by** | Deborah Sim |
| **Verified by** | Haqqim |