**Internal Meeting Minutes**

**Time:** 7:05pm – 8:00pm

**Date:** 20 March 2017

**Location:** SIS Level 5

**In-Attendance:**

|  |  |
| --- | --- |
| Christopher Teo | Project Manager |
| Yu Zheng Yuan | Business Analyst, Front-End Developer |
| Aloysius Lam | Back-End Developer |
| Abdul Shahid Bin Rahmat | Lead Front-End Developer |
| Friedemann Ang | Lead Back-End Developer |
| Jason Wu | Back-End Developer |

**Objective:**

* Update on what have been done so far
* Any other business

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S/N | Item | Assignee | Status | Due Date |
| 1 | **Updates**  Count the old lines of codes and compared with refactored codes. Database lines and bugs count  Shahid completed the autocomplete.  Aloysius complete the express entry.  Friedemann completed contact tracing.  CSV upload is dropped.  Handover at the end of the month (1 week to prepare for finals).Some possible dates on Week 15:   1. 4 April 2017 (Final UAT) - Morning at 1030am. Handover and sign off.   OR   1. 5 April 2017 (Final UAT) - Afternoon at 12pm.   Also, 10 April 2017 to pass all documentation for handover and also another backup UAT.  Note that 18 April 2017 is final presentation.  Send SMS for people on the list.  Visualisation to be completed.  Also push the library down in the codes to reduce loading time.  Update the OneNote on what task done.  Now to 26 March 2017. It will be the final rush to completion. | Aloysius and Shahid  Friedemann  Aloysius and Shahid  All | TBC  TBC  TBC  TBC | 27/03/17  27/03/17  27/03/17  27/03/17 |

The minutes will be vetted and circulated to the relevant parties within 24 hours of the meeting.

Recorded by.

Yu Zheng Yuan

Business Analyst, Front-End Developer

Grizzly Badgers

Vetted by,

Christopher Teo

Project Manager

Grizzly Badgers