**Supervisor Meeting Minutes**

**Time:** 9:03am – 10:06am

**Date:** 1 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 | **Update on Progress**  **To do:** We went through the request. There is a need to organize by impact and create a list and prioritize which complete or keep in view.  Recommend to turn on the windows authentication for added security.  **To do:** Autocomplete have a library that you can refer to online or you can use the Microsoft one.  **To do:** SQL procedure, purge procedure to be tasked nightly.  Config page add in printer name configurable.  Understand why there is a need to refactor. It is to reduce redundancy, easier to maintain and flexible. | Christopher  Shahid  Shahid | TBC  TBC  TBC | 08/03/17  08/03/17  08/03/17 |
| 4 | **Any other business**  Next meeting will be on 8 Mar 17 (Wed). |  |  |  |

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