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**Date:**             14<sup>th</sup> October 2016
**Location:**         Library Project Room 3.1
**Attendees:**       Weilun, Zong Wei,  Wendy, Ching Yi, Gao Min
**Absentees:**       -


**Minutes Prepared by:**    Wendy
**Vetted by:**              Gao Min

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## Points to Note

(1) Data inputs in dashboard (done)
- Table with filter according to their last record date to display users' Name, Email, Phone Number
- Total app users
- Weekly/Monthly new registration
- Weekly/Monthly of how many new records were made


(2) Update on backend (Weilun and Zong Wei)
   **Migration (completion 17<sup>th</sup> tentatively)**

- Backend admin module (on hold)
- Look into sync function (16<sup>th</sup> Oct)
- Encrypting of admin pin (16<sup>th</sup> Oct)
- Export report (16<sup>th</sup> Oct)
- User Guide Linkage (14<sup>th</sup> Oct before 1300)

(3) Update on frontend
- User guide Pictures (13<sup>th</sup> Oct night) – Mell
   o Three Onboard UI:
     ▪ Main View (info button, add record, set target, sync)
     ▪ Report View (changing of week/month/year, filter options, export report, income tax)

- Calendar View (add record, click to edit record, swap to delete record, list of records)
  o Info:
    - Main View
    - Report View
    - Income Tax View (click to add allowable business expenses and calculate income tax button)
    - Calendar Page
    - Add record view
    - Edit record view
    - BI view (three views for the three tabs)
    - Setting Page

(4) Quality Assurance (Chingyi)
Start crafting UAT 2 questionnaire (15<sup>th</sup> Oct)
Maintain test cases, bug logs (weekly)
Update Wiki (weekly)

Meeting is adjourned at **1500**.