**Date:** 14th 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

**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

1. Update on backend (Weilun and Zong Wei)

**Migration (completion 17th tentatively)**

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

1. Update on frontend

* User guide Pictures (13th Oct night) – Mell
  + 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)
  + 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

1. Quality Assurance (Chingyi)

Start crafting UAT 2 questionnaire (15th Oct)

Maintain test cases, bug logs (weekly)

Update Wiki (weekly)

Meeting is adjourned at **1500**.