**Date:** 17th 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. Backend Admin Module - 19th October 2016
2. Discuss user guide description
3. Discuss on export report format
4. Discuss on the user acceptance test questionnaire

Meeting is adjourned at **1600**.