**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. Agreed that backend admin module and parse migration was more complex. Hence upon discussion with sponsors via WhatsApp have decided to delay it to the buffer iteration
2. Discuss user guide description
3. Discuss on export report format
4. Discuss on the user acceptance test questionnaire

Meeting is adjourned at **1600**.