**Meeting 1**

Location : Steve Jobs Computer Lab , Segi College Penang

Date : 1 February 2018

Time : 7pm to 8pm

Called by : Cecillia Jane

Time keeper : Annuar

Note taker : Dharshini

Meeting objective : To discuss our roles

Attendees : Cecillia Jane

Dharshini

Annuar Izzudin

Agenda List : 1. Divided our role

2.Discuss our role’s works

Action taken : Study about our role in agile scrum method

**Meeting 2**

Location : Steve Jobs Computer Lab , Segi College Penang

Date : 8 February 2018

Time : 7pm to 8pm

Called by : Cecillia Jane

Time keeper : Annuar

Note taker : Dharshini

Meeting objective : Discussion on building the system

Attendees : Cecillia Jane

Dharshini

Annuar Izzudin

Agenda List : 1. Finalise language for coding

2.Share ideas for developing the system

Action taken : 1. Decided to use php language in our project and sql database

2.Annuar as database designer have to create database while Cecillia start creating

Mockup for interfaces.

**Meeting 3**

Location : Library , Segi College

Date : 21 February 2018

Time : 4pm

Called by : Cecillia Jane

Time keeper : Dharshini

Note taker : Dharshini

Meeting objective : To rearrange tasks and roles

Attendees : Cecillia Jane

Dharshini

Agenda List : 1. Divided our role between two person because Annuar left the group

2.Discuss our role’s works again

Action taken :1. Dharshini is now the database designer replacing Annuar

2.Cecillia presenting mockup design and planning web designs.

**Meeting 4**

Location : Lobby, Segi College

Date : 20 March 2018

Time : 1pm

Called by : Dharshini

Time keeper : Cecillia

Note taker : Cecillia

Meeting objective : To discuss project progress

Attendees : Cecillia Jane

Dharshini

Agenda List : 1.Check database

2.Check coding part

Action taken :1. Corrected some tables in database

2.Implementing few user stories