**TEAM MOUSTACHIO**

**TEAM MEETING 1 - MEETING MINUTES**

The following is an account of the minutes taken at the **TEAM MEETING 1** which held between 1045 to 1130 on August 25, 2014 at COM1-0210.

**1. Attendees:**  Kelvin Ang, Lim Wei Jie, Thida, Toh Zhen Yu.

**2. Reason for meeting:**

This meeting was held in order to:

* Discuss on ground rules, personal commitments and strengths & weaknesses
* Make decisions regarding project task allocation and requirements
* Provide an update on the status of Oral Presentation 1 and also the dress code for presentation

**3. Topics of Discussion**

**3.1 Topics & Conclusions**

Upon discussion, the following conclusions were made:

* **Topic #1: Ground rules**

1) Be punctual for project meeting

2) Any task assigned must adhere to the deadline

3) Be active in discussions

4) If there’s any disagreement, do give valid reasons

5) Don’t build up negative feelings

6) Be responsible for the task assigned to you

Do note that there will be a penalty of S$2 for breaking the rules, it will be used for our team’s fund.

* **Topic #2: Personal commitments**

Kelvin – Tuesday and Saturday meeting girlfriend, Sunday doing photography

Wei Jie – Friday returning to Malaysia

Thida – Everyday stay in campus, no commitments

Zhenyu – No commitments

* **Topic #3: Strengths & weaknesses**

Kelvin:

**Strengths:** Perfectionist, Like to complete task beforehand, good at programming and writing technical documents

**Weaknesses:** Take longer time to complete a task

Wei Jie:

**Strengths**: Good at programming

**Weaknesses**: Not good in English writing skills

Thida

**Strengths**: Good at finding resources from the internet

**Weaknesses**: Not good at English writing skills

Zhenyu

**Strengths**: Good at compiling data

**Weaknesses**: Not good at English writing skills

* **Topic #4: Product survey on To Do List software**

Any.do - Kelvin

Wunderlist - Wei Jie

Todoist - Thida

Remember the milk - Zhenyu

* **Topic #5: Task allocation**

|  |  |  |
| --- | --- | --- |
| **Task** | **Task Assigned** | **Sub Task Assigned** |
| Project Team Leader | Kelvin | N.A. |
| Code Quality | Kelvin | Wei Jie, Zhenyu |
| Integration | Kelvin | All |
| Oral Presentation 1 Team Leader | Zhenyu | N.A. |
| Documentation | Zhenyu | All |
| Testing | Wei Jie | Kelvin, Zhenyu |
| Keep track of Deadline | Thida | N.A. |
| Scheduling & tracking | Thida | N.A. |
| Sourcing for information on GUI | Thida | N.A. |

* **Topic #6: Oral Presentation 1**

Introduction Story | All

Defining an Interview | Kelvin Ang

Analyzing the Audience | Kelvin Ang

Preparing for the Interview | Toh Zhen Yu

Making an Impression | Thida

Handling Difficult Questions | Lim Wei Jie

Conclusion | Lim Wei Jie

**Dress code for presentation:** Formal white shirt with black pants and formal shoe