**IS480 YBCO (Sponsor) Meeting No. 1**

**Date:** 18th June 2016

**Time:** 1:30pm

**Venue:** SMU Labs Level 3 Booth

**Attendees:**

|  |  |  |
| --- | --- | --- |
| Chew Zhi Xuan | Back-end Developer | Absent |
| Edwin Peter | Quality Assurance | Present |
| Brendon Koh | Business Analyst | Present |
| Luqman Nur Hakim | Project Manager | Present |
| Chanel Chiang | Front-end Developer | Absent |

**Agenda:**

1. Continue with project development
2. Testing and debugging

**Minutes:**

|  |  |  |
| --- | --- | --- |
| **NO.** | **ITEM** | **ACTION** |
| 1 | * Brendon fixed and made minor changes to the codes committed by Zhi Xuan * Luqman and Edwin fixed and made minor changes to the front-end HTML files by styling them according to sponsors’ requests | All to Note |
| 2 | * Tested the existing codes by running through the test case scenarios created by Edwin * All bugs found were non-critical (i.e. no errors that crashed the application) and were immediately fixed * Fixed codes were committed and pushed to Git by Brendon | All to Note |

The meeting was adjourned at 1845hrs. These minutes will be circulated and adopted if there are no amendments reported in the next 24 hours.

Prepared by,

**Brendon**

Vetted and edited by,

**Luqman**