**IS480 YBCO (Sponsor) Meeting No. 2**

**Date:** 19th June 2016

**Time:** 6:00pm

**Venue:** Delfi Starbucks, Orchard

**Attendees:**

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

**Agenda:**

1. Update Sponsors (Sean and Uttam) on project progress
2. Get feedback before moving on to sprint #2

**Minutes:**

|  |  |  |
| --- | --- | --- |
| **NO.** | **ITEM** | **ACTION** |
| 1 | * Luqman conducted the meeting by going through the objectives we set out for sprint #1 * Luqman shared the project progress by showing locally the web platform for the two functions: Registration Module and Profile Management Module * Clarified with sponsors whether what we have done met their requirements, to which they said yes | All to Note |
| 2 | * Uttam shared that we should set up the AWS server soon so that they can access it from the laptop. The reason we were unable to do so for this sprint was because of the complexity of deployment, but we will attempt to sort this by the end of iteration 2 * Sean shared feedback regarding the web design and applauded us for the good job. He also highlighted several alignment issues on the home page where texts were not aligned correctly | All to Note |

The meeting was adjourned at 8:10pm. 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**