SMU-SIS Software Engineering

Meeting Minutes

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| **Date:** | 22nd October 2017, Sunday | |
| **Venue:** | Individual Houses (Online Meeting) | |
| **Present:** | Samantha Nonis  Amos Lee  Li Yigang  Rainean Calubad  Tan Xinyi | (PM) |
| **Agenda:** | Reviewing Online Demo Video  Reviewing Online Demo Slides | |

Samantha, Project Manager of the Software Engineering Team, commenced the meeting at 2100hrs.

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| **S/N** | **ITEM** | **ACTION BY** |
| **1** | **Reviewing Online Demo Video**  The group agreed that the video Samantha filmed was appropriate and that no changes needed to be made.  As PM, Samantha will upload the video to YouTube. Samantha will also commit and push the link for the video. | **Samantha** |
| **2** | **Reviewing Online Demo Slides**  The group reviewed the slides created by Rainean, Xinyi and Samantha.  The group discussed changes to be made to the slides and Xinyi edited them on the spot.  As PM, Samantha will commit and push the slides. | **Everyone**  **Samantha** |
| **3** | **Any other business**  The next meeting has been scheduled to be on Tuesday, 24th October 2017, 1900hrs to 2200hrs.  There was no further business, the project manager, Samantha closed the meeting at 2359hrs.    Minutes recorded by: Samantha  Minutes vetted and edited by: Yigang | **Everyone** |