SMU-SIS Software Engineering

Meeting Minutes

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| **Date:** | 19th November 2017, Sunday | |
| **Venue:** | Library Proj Rm 5.3 | |
| **Present:** | Amos Lee  Tan Xinyi  Li Yigang  Rainean Calubad  Samantha Nonis | (PM) |
| **Agenda:** | Ensuring deliverables are met | |

Amos Lee, Project Manager of the Software Engineering Team, commenced the meeting at 1330hrs.

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| **S/N** | **ITEM** | **ACTION BY** |
| **1** | **Ensuring Deliverables are met**  The team went through the project wiki in order to ensure that the deliverables have been met. There were a couple of documents which requires some updates. Other than that everything is ready for the final commit. |  |
| **2** | **Final Commit**  Samantha and Xinyi will be pushing for the final commit to both AWS and Git. All documents will have to be updated and sent to Samantha and Xinyi by 19th November 2017, 2100hrs. | **Samantha & Xinyi**  **All** |
| **3** | **Any other business**  The next meeting has been scheduled to be on Thursday, 23rd November 2017, 0900hrs to 1200hrs for final preparation before the final presentation.  There was no further business, the project manager, Amos closed the meeting at 1630hrs.    Minutes recorded by: Amos  Minutes vetted and edited by: Xinyi |  |