INTERNAL MEETING 7

Date	10 September 2014
Time	3:30pm to 4:30pm
Venue	SIS Level 4
Attendees	Gladys Khong Zhi Xuan Jocelyn Ng Khoo Hui Ping (Grace) Ngow Wei Yi Tan Shi Qi
Absentees	nil
Agenda	1. Review use case diagram **2.** Discuss Project Schedule and Scope

AGENDA

No.	Task	Follow up
1	**Review use case diagram and ER diagram** • Only 2 participants (nurse, lecturer) initially • Changed to 3 participants (nurse, lecturer, admin) • Added more use cases to the use case diagram • Dropped and added fields in the database	Grace to make necessary amendments
2	**Discuss Project Schedule and Scope** • Need more time for charting tools and iOS development • Need to allocate less tasks during exam periods • Scope and schedule should be more detailed • Scope should state which user can do the function	Shi Qi to make necessary amendments to project schedule with the milestones

The meeting was adjourned at 4:30 am. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,
Jocelyn

Vetted by,
Tan Shi Qi