**Internal Meeting Minutes #1**

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| Meeting Date | 30August 2016 |
| Meeting Time | 12:00pm to 3:30pm |
| Mode of communication | Face-to-Face |
| Location | Singapore Management University, SIS GSR 2-7 |
| Members present | All members were present |
| Agenda | 1. Discuss about the project requirements 2. Discuss about the project schedule 3. Role and Responsibilities of each Iteration |
| Meeting Minutes | 1. Project Schedule  * All iteration [PM allocation, Pair Programming Allocation] * Man breakdown for each function * Task Metrics / Bug Metrics / PP Metrics  1. Project Functionalities - Decided not to drop any functions 2. Function to be added  * Bidding Cart * View all courses * Search for a Course Function * Student Classtable |

The meeting was adjourned at 3.30pm. These minutes will be circulated and adopted if there are no amendments in the next day.

Prepared by,

**Quek Yew Kit**

Vetted and Edited by

**He Yongsheng, Wilson**