**Internal Meeting Minutes #4**

|  |  |
| --- | --- |
| Meeting Date | 18 September 2016 |
| Meeting Time | 12:00pm to 2pm |
| Mode of communication | Face-to-Face |
| Location | Singapore Management University, SMU Labs |
| Members present | All members were present |
| Agenda | 1. Discuss about the Supervisor Meeting 1 presentation slides for next week 2. Update everyone on the schedule for next week |
| Meeting Minutes | * + - 1. Supervisor Meeting 1 is on next Wednesday, 21 September 2016 – SIS Meeting room 4-7 (11am to 11:30am). Minute taker is **Eugene Tan**.   Explanation of Time Boxing as well as the benefits of using time boxing and reason for choosing Time Boxing.   * + - 1. Pair programming task to start on Tuesday, 20 September 2016 * Ming Kwang and Eugene Tan to work on setting up the DB and develop the Login Function * Yew Kit and Cristabel to work on View All Course and Search for a course function once DB has been set up |

The meeting was adjourned at 2pm. These minutes will be circulated and adopted if there are no amendments in the next day.

Prepared by,

**Ming Kwang**

Vetted and Edited by

**Eugene Tan**