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| **Date:** | 2/9/2019 – Monday (Week 3) |
| **Time:** | 10am |
| **Venue:** | SIS GSR 3-4 |
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| **Attendees** | Agnes, Glen, Kwan Yang, Mary, Shourya |
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| **Agenda:** | 1. Understand the process flow of the project  2. Allocate tasks for everyone to do till next week  3. Go through what everyone did last week  4. Prepared a mind map of the entire project |

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|  |  |  | **Due Date** |
| 1 | Prepare test cases | Shourya | 9 Sept |
| 2 | Prepare the test plan | Kwan Yang | 9 Sept |
| 3 | Continue UI Design | Agnes | 9 Sept |
| 4 | Write up backend codes for functionalities beyond login page | Glen and Mary | 9 Sept |

The meeting was adjourned at 12.00 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Shourya Goenka

Vetted and edited by,

**Mary Theresa Heng**