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| **Date:** | 16/9/2019 – Monday (Week 5) |
| **Time:** | 10am |
| **Venue:** | SIS GSR 3-6 |
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| **Attendees** | Agnes, Glen, Kwan Yang, Mary |
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| **Agenda:** | 1. Update each other on the new requirements written in the Wiki  2. Assign tasks  3. Go through what everyone did last week  4. Plan for next week’s meeting agenda |

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|  |  |  | **Due Date** |
| 1 | Clean up login page | Kwan Yang | 24 Sept |
| 2 | Creation of presentation slides | Agnes | 24 Sept |
| 3 | Creation of bootstrap functionality | Glen and Mary | 24 Sept |
|  |  |  |  |

The meeting was adjourned at 12 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Glen See

Vetted and edited by,

**Mary Theresa Heng**