**MEETING - 1**

Thursday, 16 April 2015

Attendance: Abraham, Louis, Sasmita, Shamil

Team decided individual’s role for this project:

* Project manager : Shamil
* Archivist : Sasmita
* Member : Abraham, Louis

Team decided means of communication, which are using:

* GIT
* Whatsapp group

Team decided that every Thursday after project class, at 12.00, team will have a meeting.

Task for the next meeting:

* Team have to make an appointment for interview with the client
* Team have to deliver Project Plan
* Team have to design some interfaces (individually) for the web application

**MEETING - 2**

Wednesday, 22 April 2015

Attendance: Louis, Sasmita, Shamil

Team made the Project Plan and sign the Project Contract.

Appointment with client has already been made, which is on Tuesday, 28 April 2015.

**MEETING - 3**

Thursday, 30 April 2015

Attendance: Abraham, Louis, Sasmita, Shamil

First database structure was made. However still need improvement and more information from the client. Team will send an email to the client to get clearer information about the attributes and entity in the database.

Gitlab is already set up and every member has already succeeded to join the project.

Task for the next meeting:

* Team have to deliver the logical model of the database
* Team have to consult a web interface to the client
* Team will start with the web interface and PHP code