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| **Date:** | 20/09/2019 |
| **Time:** | 5.00 pm |
| **Venue:** | SOE GSR 2-6 |
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| **Attendees:** | Tan Xin Rong, Steffi  Lim Jie Min  Lim Hui Sin  Ku Seoung Lim  Hilya Syazwani Binte Mohamed Yusoff |
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| **Agenda:** | 1. Run through project requirements  2. Finalize schedule document  3. Segregate tasks for iteration 1 to prepare for week 7 milestone |

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|  |  |  | **Due Date** |
| 1 | Iteration 1 – Start on Login and test cases | Hilya and Jie Min | 23/09/2019 |
| 2 | Iteration 1 – Start on Bootstrap | Seoung and Hui Sin | 23/09/2019 |
| 3 | Daily updates for the entire week | Steffi | 27/09/2019 |

The meeting was adjourned at 10.05pm. These minutes will be circulated and adopted if there are no amendments reported in the next 4 days.

Prepared by,

Hilya Syazwani Binte Mohamed Yusoff

Vetted and edited by,

Tan Xin Rong, Steffi