Internal Meeting Minutes

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| **Date:** | 13/08/17 (Sunday) |
| **Time:** | 2.00pm |
| **Venue:** | SOL B1 GSR |
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| **Attendees:** | Yu Xuan, Yi Xuan, Sheryl |
| **Absentees:** | Clarissa, Huiyan, Jeremy |
| **Agenda:** | 1. Progress Update on Deployment 2. Plan for Acceptance |

**1. Progress Update on Deployment**

Sheryl facing problems deploying front end application to AWS. The team discusses the problems and risks involved. Plan to seek help from internship colleagues for deployment and stopped all development process. The whole team will meet up for deployment the following Monday.

**2. Plan for Acceptance**

Team discusses on the contents for acceptance and assigned the doing of slide contents to Yu Xuan, for draft to be completed by the next meeting. Decided on the features to demo and checked the development process with the respective team members. Sheryl will plan for user testing before acceptance.

The meeting was adjourned at 5.00pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Yi Xuan

Vetted and edited by,

Yu Xuan