Internal Meeting Minutes

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| **Date:** | 30/10/17 (Monday) |
| **Time:** | 5.00pm |
| **Venue:** | SOE 4.8 GSR |
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| **Attendees:** | Yu Xuan, Yi Xuan, Sheryl, Huiyan, Jeremy, Clarissa |
| **Agenda:** | 1. Plan for UAT 3 & 4 2. Poster & Video |

1. **Plan for UAT 3 & 4**

Promo code needs to be completed and included in UAT 3. Yu Xuan reminded the team of the timeline

Finals: 22nd Nov

Next Supervisor Meeting: 15th Nov

UAT: 3 Nov, inclusive of GA – Ecommerce, VR Embedded

Final UAT: 13 to 15 Nov

1. **Poster & Video**

Yu Xuan also reminded the team on the deadlines for video and poster. Clarissa to make the final edits based on Prof Xiong Jie’s feedback and email for his approval before submission. The team also decided that Yu Xuan will role play as the customer and Sheryl will role play as the sales person in in store for the video pitch and Yi Xuan is in-charged to make sure that the video to be taken by Friday so that Clarissa and do the video edits over the weekends.

Yi Xuan to prepare props and final script.

The meeting was adjourned at 6.00pm. 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