Internal Meeting Minutes 1

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| **Date:** | 25/05/17 (Sunday) |
| **Time:** | 4.20pm |
| **Venue:** | SMU Law Library Room P4-10 |
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| **Attendees:** | Everyone |
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| **Agenda:** | 1. Project Scoping  2. Deciding of PM Tools |

**1. Project Scoping**

All members discuss and decide on core, secondary and good to have functions for our project. Modules are also further broken down into functions to code and the list went through a simple scenario to see if the scope is sufficient.

**2. Deciding of PM Tools**

Some members suggested PM tools like ASANA, JIRA and Trello and all members discuss and play with and decides on the PM Tool to be used for the project.

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|  | **Task** | **Assigned To** | **Due Date** |
| *1* | Prepare questions to ask sponsor | Yi Xuan | 31 May 2017 |
| *2* | Decide next meeting details | Everyone | 31 May 2017 |
| *3* | Come up with the framework for proposal | Yu Xuan | 3 June 2017 |
| *4* | Resource – Framework (Front-End) | Hui Yan | 3 June 2017 |
| *5* | Resource – Framework (Back-End) | Jeremy | 3 June 2017 |
| *6* | Play with ASANA | Yu Xuan | 3 June 2017 |
| *7* | Research on how to store QR Codes | Clarissa | 3 June 2017 |
| *8* | Prototype – Factory View | Sheryl | 10 June 2017 |

The meeting was adjourned at 6.30pm. 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,