#Minutes of the Meeting

**Introduction**

Minutes of the Meeting - February 14, 2015

**Details**

**Meeting Location:** APC Library  
**Meeting Date:** February 14, 2015  
**Start Time:** 11:30 am  
**End Time:** 12:00 pm  
  
**Team Members Present**  
Clarence Carillaga  
Pauline Gabrielle De Ocampo  
Phil Harvey Burgos

*Meeting Minutes*  
**1. Topics Discussed**  
- Things Clarified: Client Contact and How to go to location, Forms  
- Progress  
- Client  
- Panel  
- Documentation  
- Other problems

**2. Items Agreed Upon**  
- Emailing client first  
- Personally ask chosen Panel first  
- Upload documents (Documentation) in code.google

**3. Items to be Clarified**  
- Client's free time next week  
- Panel agreement

**4. Next Things To Do**  
- Continue UI Revision  
- Present to adviser next week  
- Email Client - RFTB  
- Submit Panel Request Form to the chosen Panels  
- Upload documentation

**5. Conclusion**  
- UI Revision is still in progress. Currently practicing using the previous group's codes. Progress is planned to be presented to the adviser. Documentation to be uploaded in code.google.