#Minutes of the Meeting

**Introduction**

Minutes of the Meeting - February 21, 2015

**Details**

**Meeting Location:** APC Library  
**Meeting Date:** February 21, 2015  
**Start Time:** 12:00 pm  
**End Time:** 12:30 pm  
  
**Team Members Present**  
Clarence Carillaga  
Pauline Gabrielle De Ocampo  
Phil Harvey Burgos

*Meeting Minutes*  
**1. Topics Discussed**  
- Project progress  
- Client Meeting  
- Documentation  
- Project suggestions  
- Problems encountered

**2. Items Agreed Upon**  
- Email Client again  
- Download Screen reader to test system (system started)  
- Re-structure DB  
- QUALITY Documentation final revisions, put it in a doc file

**3. Items to be Clarified**  
- Re-structured DB to fit design  
- Is drop down list advisable for our client?

**4. Next Things To Do**  
- Re-structure DB  
- Wait / email client for confirmation  
- Use downloaded Screen reader for system  
- Learn drop down lists, etc. (UI Revision)  
- Continue QUALITY Documentation

**5. Conclusion**  
- Re-structure of DB is a must. One of the problems encountered of the project progress are foreign keys. Need to learn more about drop down lists for foreign keys. Will relate screen reader to get the "feel" of the client while creating the system step-by-step.