#Minutes of the Meeting

**Introduction**

Minutes of the Meeting - February 24, 2015

**Details**

**Meeting Location:** De Ocampo Residence (Pauline's house)  
**Meeting Date:** February 24, 2015  
**Start Time:** 6:45 pm  
**End Time:** 7:15 pm  
  
**Team Members Present**  
Clarence Carillaga  
Pauline Gabrielle De Ocampo  
Phil Harvey Burgos

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

**2. Items Agreed Upon**  
- UI Additional: Alts for images, buttons, textbox  
- Functionality: Dropdown, Search and View  
- Email client again for Meeting next week  
- Heed advice of Adviser regarding UI next week  
- Continue QUALITY Documentation  
- Plans: Research Extensions (Generate, Calendar)

**3. Items to be Clarified**  
- UI Comments from Adviser  
- Client Meeting Schedule  
- Research updates

**4. Next Things To Do**  
- Add functionality for System: Dropdown, Search, View c/o Pauline  
- Wait / email client for meeting c/o Clarence  
- Continue with UI details c/o Clarence  
- Research about extensions c/o Phil  
- Continue QUALITY Documentation  
- Set meeting with Adviser

**5. Conclusion**  
- Finish basic functionality and UI before March. Our target for March is to start with the extensions, especially with Report Generation. After finishing our February targets (Basic functions and UI), we should present to our adviser and client.