#Minutes of the Meeting

**Introduction**

Minutes of the Meeting - March 21, 2015

**Details**

**Meeting Location:** Room 213  
**Meeting Date:** March 21, 2015  
**Start Time:** 11:10 am  
**End Time:** 11:30 am  
  
**Team Members Present**  
Clarence Carillaga  
Pauline Gabrielle De Ocampo  
Phil Harvey Burgos

*Meeting Minutes*  
**1. Topics Discussed**  
- Iteration 1 Recap  
- Plans  
- Client Meeting  
- Adviser Meeting  
- Documentation  
- Problems encountered  
- Reminders

**2. Items Agreed Upon**  
- High Priority: Menu Bar access keys c/o Phil & Clarence, Sound clicks and titles c/o Clarence, Selection movement c/o Phil, Link Name c/o Pau  
- Low Priority: Database changes(?) c/o Pau, Generate - Annual c/o Phil, Dropdown c/o Pau - Email Client for Friday's Iteration 2 c/o Clarence  
- Adviser Meeting: Thursday (tentative) - Ongoing documentation (SQAP, Test Case, Test Plan, Wiki, Reports, User Manual c/o Phil) overall c/o Clarence and Pau - Back up Wiki

**3. Items to be Clarified**  
- Things to do  
- Possible suggestions from Adviser  
- Email confirmation

**4. Next Things To Do**  
- High Priority items  
- Email Client  
- Documentation  
- Weekly Reports

**5. Conclusion**  
- The group had a recap about the Iteration 1. They will work on the suggestions for revisions to present for the next Iteration. If they have the time, they will work on the low priority items to add for the presentation.