**Meeting Minutes for each Meeting**

**Meeting Location:** Asia Pacific College (2nd floor room 214).  
  
**Meeting Date**: February 7, 2015

**Start time:** 7:45

**End Time:** 8:30

**Team Members Present:**

Mark Kevin Navarro

Flordeliza Calanno

Cristine Ronario

Meeting Minutes:   
  
1. Topics Discussed:

* Project Repository
* Initial ERD and Use Case diagram
* Revised Project Documentation
* Scheduled Presentation to the Client

2. Items Agreed Upon

* Create project presentation to the Client
* Create initial Gantt chart

3. Items to be clarified

* Other details of the Client which will be use to Database.
* Business Process of the Client

4. Next Things to Do

* Finalize Project Documentation
* Update Wiki site
* Starting Development of the project

5. Conclusion

We conclude that our project is in the percentage of 20% out of 100% and for the Project Documentation is 15% out of 100%.We are able to plan on what we are going to do for the adding new features of the project.

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