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| **Date:** | 8 September 2017 |
| **Time:** | 6pm – 10pm |
| **Venue:** | SIS Seminar Room 2.1 |
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| **Attendees:** | Andy (Project Manager), Daniel, Hani, Hong Yuan, Xuying |
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| **Agenda:** | 1. Set ground rules 2. Get to know each other's tentative schedule for the next 3 months (besides weekly classes and other project meetings) Eg: medical appts, weddings to attend, birthday parties etc 3. Update project schedule 4. Draw use-case diagrams 5. Assign tasks |
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|  |  |  | **Due Date** |
| 1 | To create login page, sequence diagram and connect with SQL database | Xuying & Hani | 15 Sept |
| 2. | To create admin page and connect with SQL database | Daniel & Hong Yuan | 15 Sept |

The meeting began at 6pm.

We started off the meeting by setting up ground rules for this project team. We have decided that whoever is late for the meetings will be required to buy coffee for everyone. In addition, we have decided that we will end work no later than 10pm.

Next, we finalized our weekly team meeting to Tuesday 3.30pm - 6pm and Friday 6pm - 10pm. Subsequently, we updated our project schedule and added more tasks to it. Next, we created our project’s use-case diagram. Finally, we ended off the meeting by assigning tasks to the two pair programming team with a deadline on 15 September 2017.

The meeting was adjourned at 9.45pm. These minutes will be circulated and adopted if there are no amendments reports in the next three days.

Prepared by,

Andy Ang

Vetted and edited by,

**Daniel**