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| **Date:** | 24 September 2019 |
| **Time:** | 2.15 PM to 7.00 PM |
| **Venue:** | SIS GSR 3-5 |
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| **Attendees:** | Christine, Wang Ting, Lifu, Yu Liang, Tee Yong |
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| **Agenda:** | 1. Review last week’s progress and tasks 2. Compile bug metrics from last week’s tasks 3. Adjust working days to be flexible 4. Redesign project plan 5. Design test plan and test cases 6. Assignment of tasks 7. Plan PM review |

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|  |  |  | **Due Date** |
| 1 | Update project schedule | ALL | 25/9/19 |
| 2 | Commit Minutes | Wang Ting | 25/9/19 |
| 3 | Commit Bug Metrics | ALL | 26/9/19 |
| 4 | Commit Bootstrap | Li Fu, Yu Liang | 27/9/19 |
| 5 | Commit UI code | Christine, Yu Liang | 27/9/19 |
| 6 | Commit Test Plan & Cases | ALL | 29/9/19 |
| 7 | Make slides | ALL | 30/9/19 |

The meeting was adjourned at 7.00 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Toh Wang Ting

Vetted and edited by,

Huang Lifu