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| **Date:** | 30 October 2019 |
| **Time:** | 3:00 PM to 6:00 PM |
| **Venue:** | SIS GSR 2-1 |
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| **Attendees:** | Christine, Wang Ting, Lifu, Yu Liang, Tee Yong |
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| **Agenda:** | 1. PM Handover 2. Review issues found during UAT 3. Discuss critical path 4. Schedule timeline for iteration 4 + 5 5. Allocate roles for each week 6. Schedule PP sessions for UI / improvements 7. Set up the next meeting |

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| **S/N** | **Agenda** | **Person-in-charge** | **Due Date** |
| 1 | PM handover | Tee Yong, Christine | 30/10/19 |
| 2 | Discuss Critical Path | All | 30/10/19 |
| 3 | Update BM & Debugging | Yu Liang, Lifu | 30/10/19 |
| 4 | Commit minutes | Lifu | 31/10/19 |
| 5 | Update JSON test cases | Lifu, Tee Yong | 5/11/19 |
| 6 | Update UI | Wang Ting, Christine | 5/11/19 |

The meeting was adjourned at 06:00 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Lifu

Vetted and edited by,

Tee Yong