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| **MINUTES OF MEETING** | |
| Date/Time: | Saturday, 20 September / 1100 – 1345 |
| Venue: | SOA GSR 3-6 |
| Present: | Annan, Elaine, Li Dan, Yining, Yixi |
| Absent with Apologies : | - |

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| S/N | Action | Action By | Date Issued | Deadline |
| 1 | Discuss on progress of Iteration 3 | All | 20 Sept 2014 | 20 Sept 2014 |

| **ITEM NO.** | **DESCRIPTION OF DISCUSSION** | **CATEGORY** | **ACTION BY** |
| --- | --- | --- | --- |
| 1 | Progress of iteration 3 is delayed. Tasks assigned to developers have not been completed by expected dates. | PROJECT SCHEDULE | - |
| 2 | Tasks yet to be completed include:   * Email function for the sending of email to users when they forget passwords | CODING TASKS | - |
| 3 | Yixi has highlighted that the email function requires a steep learning curve as this is an entirely new feature that none of the members have learnt before. He estimated that this feature will cause the iteration to end later than planned. | EMAIL FUNCTION | - |
| 4 | Elaine has stated that the team shall continue to work on the email function and if there’s a need, the team will use the allocated buffer days. | EMAIL FUNCTION | - |
| 5 | Front-end work has been completed, where UI for login/logout and User Account have been successfully implemented. | FRONT-END CODING TASKS | - |
| 6 | Yixi will have to constantly update Elaine on the status of the coding progress so that Elaine can monitor the progress of the iteration closely. Should there be any delay in the iteration, team will have to re-group and decide whether to drop email function or not. | CODING PROGRESS | Yixi, Elaine |

The meeting was adjourned at 1.45pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

**Vendor**

Recorded by: Yining

Vetted and Edited by: Elaine