| **Project Name:** | **Conference Management System** | | |
| --- | --- | --- | --- |
| **Date of Meeting:** (MM/DD/YYYY) | 12/05/2016 | **Location:** | Michael’s home |
| **Minutes Prepared By:** | Ruixi He | **Charge time to:** | n/a |

|  |
| --- |
| 1. Purpose of Meeting |
| Continually develop the back-end of the Conf+ system. |

| 2. Attendance at Meeting | | |
| --- | --- | --- |
| **Name** | **Attended** | **Role/Organization** | **E-mail** |
| Michael Kong | BD21301_ | Project Sub-Manager - Dev team | mymk997@uowmail.edu.au |
| Ruixi He | BD21301_ | Database Administrator, Developer - Dev team | rh772@uowmail.edu.au |

| 3. Meeting Agenda |
| --- |
| The meeting will address issues such as:  Updating of the doc, diagram and migrations files. |
|  |

| 4. Meeting Notes, Decisions, Issues |
| --- |
| diagram:   * add new table “paper\_submitted” (paper\_id, event\_id) to record the the papers submitted to an event * add new table “COI” (reviewer, author) to record the conflict of interest between the reviewer and author * connect the association between “paper\_reviewed” and “events”   doc:   * add new table “paper\_submitted” (paper\_id, event\_id) to record the the papers submitted to an event * add new table “COI” (reviewer, author) to record the conflict of interest between the reviewer and author   migrations:  add new migrations files:   * 2016\_05\_12\_033740\_create\_paper\_submitted\_table.php * 2016\_05\_12\_035634\_create\_COI\_table.php   to perform:   * add new table “paper\_submitted” (paper\_id, event\_id) to record the the papers submitted to an event   add new table “COI” (reviewer, author) to record the conflict of interest between the reviewer and author |

| 5. Action Items | | |
| --- | --- | --- |
| **Action** | **Assigned to** | **Due Date** |
| - | - | - |

| 6. Next Meeting | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Date:** | | - | **Time:** | - | **Location:** | N/A |
| Agenda: | - | | | | | |