| **Project Name:** | **Conference Management System** | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 9/3/2016 | **Location:** | Building 3 |
| **Minutes Prepared By:** | LooYee Liew | **Charge time to:** | n/a |

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| 1. Purpose of Meeting |
| Assign roles to front end developers. |

| 2. Attendance at Meeting | | |
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| **Name** | **Attended** | **Role/Organization** | **E-mail** |
| Matthew Boroczky |  | Project manager, Developer - Dev team | mb340@uowmail.edu.au |
| Sandon Joubert | BD21301_ | UX Designer, Lead Developer - Dev team | ssj199@uowmail.edu.au |
| CY Lim |  | System Analyst, Developer - Dev team | cyl851@uowmail.edu.au |
| Michael Kong | BD21301_ | Project Sub-Manager - Dev team | mymk997@uowmail.edu.au |
| Blithe Fan | BD21301_ | Developer - Dev team | jf455@uowmail.edu.au |
| Toby He | BD21301_ | Database Administrator, Developer - Dev team | rh772@uowmail.edu.au |
| Loo Yee | BD21301_ | Developer - Dev team | lyl733@uowmail.edu.au |

| 3. Meeting Agenda |
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| The meeting will address issues such as:   * Assign tasks to front end sub-team * Work on back end connection issues |
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| 4. Meeting Notes, Decisions, Issues |
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| * Sandon creates front end branch * Looyee – develop UI for main page * Junyan – develop UI for event page * Sandon – develop UI for dashboard * Front end team work on other pages when the few main pages are completed * Sandon work on basic layout, to be followed as a guideline for all pages * Toby and Michael discuss problems encountered in back end * continues to resolve database issues |

| 5. Action Items | | |
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| **Action** | **Assigned to** | **Due Date** |
| Develop UI for main page | Looyee | Week 4 |
| Develop UI for event page | Junyan | Week 4 |
| Develop UI for dashboard | Sandon | Week 4 |
| Resolve database issues | Toby, Michael | Week 10 |

| 6. Next Meeting | | | | | | |
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| **Date:** | | 10/3/2016 | **Time:** | 11:30 | **Location:** | Library GS2 |
| Agenda: | * Weekly discussion | | | | | |