| **Project Name:** | **Conference Management System** | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 23/3/2016 | **Location:** | Library GS6 |
| **Minutes Prepared By:** | LooYee Liew | **Charge time to:** | n/a |

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| 1. Purpose of Meeting |
| Discuss frontend and update on progress. |

| 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 |  | Project Sub-Manager - Dev team | mymk997@uowmail.edu.au |
| Blithe Fan | BD21301_ | Developer - Dev team | jf455@uowmail.edu.au |
| Toby He |  | 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:   * Update on interface progress * Assign new task for members |
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| 4. Meeting Notes, Decisions, Issues |
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| - page flow  - assign new page interface task to each member  - fan: singular event page, purchase ticket, my event  - loo: upgrade account, create event  - sandon: main template, dashboard template, login/register, user settings  - finish template today for presentation on 24/3  - encounter problems with github: unable to switch branch, unable to view commits  - solved by midnight |

| 5. Action Items | | |
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| **Action** | **Assigned to** | **Due Date** |
| Develop UI for upgrade account, create event | Looyee | Week 4 |
| Develop UI for singular event page, purchase ticket, my event | Junyan | Week 4 |
| Develop UI for main template, dashboard template, login/register, user settings | Sandon | Week 4 |

| 6. Next Meeting | | | | | | |
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| **Date:** | | To be confirmed | **Time:** | - | **Location:** | - |
| Agenda: | * UI update | | | | | |