| **Project Name:** | **Conference Management System** | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 3/3/2016 | **Location:** | Library GS2 |
| **Minutes Prepared By:** | LooYee Liew | **Charge time to:** | n/a |

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| 1. Purpose of Meeting |
| Propose project schedule to client and future plans. |

| 2. Attendance at Meeting | | |
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| **Name** | **Attended** | **Role/Organization** | **E-mail** |
| Matthew Boroczky | BD21301_ | Project manager, Developer - Dev team | mb340@uowmail.edu.au |
| Sandon Joubert | BD21301_ | UX Designer, Lead Developer - Dev team | ssj199@uowmail.edu.au |
| CY Lim | BD21301_ | 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 |
| Luke Mcaven | BD21301_ | Client | lukemc@uow.edu.au |

| 3. Meeting Agenda |
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| * Propose project schedule * Propose main focus and expected progress for week 2 |
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| 4. Meeting Notes, Decisions, Issues |
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| * Expected to develop login system in one week * Expected to develop location creation system in one week * Expected to develop event creation system in two weeks * Expected to develop reviewer selection system in three weeks * Expected to set up payment system in two weeks * Expected to set up paper submission system in two weeks * Expected to set up ticket purchasing system in two weeks * Expected to develop paper reviewing system in three weeks * Front end sub-team : Sandon (leader), Loo Yee, Jun Yan * Database sub-team : Michael(leader), Toby * IOS app sub-team : Matthew, CY * Mainly focus on core and main requirements before going into stretch * Frontend & backend work on user management requirements |

| 5. Next Client Meeting | | | | | | |
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| **Date:** | | 17/3/2016 | **Time:** | 11.30am | **Location:** | Library GS2 |
| Agenda: | Present latest progress | | | | | |