| **Project Name:** | **Conference Management System** | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 10/3/2016 | **Location:** | Library GS2 |
| **Minutes Prepared By:** | LooYee Liew | **Charge time to:** | n/a |

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| 1. Purpose of Meeting |
| Plan out project schedule throughout the semester. |

| 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 |

| 3. Meeting Agenda |
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| The meeting will address issues such as:   * Check on development progress * Refining requirements and discuss on how to manage them more efficiently |
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| 4. Meeting Notes, Decisions, Issues |
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| * Meeting with Matthew on skype while others in library * Supposedly a client meeting, Luke absent * sandon - setting up repo, work on the dashboard * michael - setting up mysql * sandon&michael - routing laravel and angular * toby - figure out syntax problem on database * looyee - problem with materialize, to be fixed when routing is done * looyee and blithe - continue working on main page and event page * matthew - refining requirements on asana * everyone should comment on asana when each task is done, create task when needed * matthew suggests adding paper reviewed status on ios app |

| 5. Action Items | | |
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| **Action** | **Assigned to** | **Due Date** |
| Set up mysql | Michael | Week 4 |
| Set up repo, work on dashboard | Sandon | Week 4 |
| Routing Laravel & Angular | Michael, Sandon | Week 4 |
| Resolve database syntax problem | Toby | Week 4 |
| Continue working on UI development | Looyee, Junyan | Week 10 |
| Refine requirements on ASANA | Matthew | Week 10 |
| Update requirement and task status on ASANA | ALL | Week 10 |

| 6. Next Meeting | | | | | | |
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| **Date:** | | 17/3/2016 | **Time:** | 11:30 | **Location:** | Library GS2 |
| Agenda: | * Weekly discussion, progress checking | | | | | |