|  |  |
| --- | --- |
| **Date:** | 23 OCT 2015 |
| **Time:** | 16:00 – 18:00 |
| **Venue:** | SMU LIB LEVEL 5 |
|  |  |
| **Attendees:** | Claudie, Dewang, Fu Yan, Gaoshuang, Miaoqiong |
|  |  |
| **Agenda:** | Update next iteration, due to project requirement changes |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | **Due Date** |
| 1 | Update changes in project requirement | Fu Yan | 23 OCT 2015 |
| 2  3  4 | Discussion on project requirement changes  Re-estimate Iteration schedule  Update project schedule on PPLOG | Fu Yan  Fu Yan  Fu Yan | 23 OCT 2015  23 OCT 2015  23 OCT 2015 |

The meeting was conducted at 1600 hours.

Prepared by,

De Wang

Vetted and edited by,

**Fu Yan**