**Minutes 2**

|  |  |
| --- | --- |
| **Date:** | 1st September 2013 |
| **Time:** | 1000-1700 |
| **Venue:** | SIS level 3 |
| **Attendees:** | Pang Zi Qi, Kong Yu Ning, Kevin Onggo, Nyein Su Aye, Nicholas Lee |
| **Agenda:** | Establishing coding conventions (Group) |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Action** | **Person-in -charge** | **Due Date** |
| 1. | Established basic understanding of JSP, Servlets, and servers. | Pang Zi Qi | - |
| 2. | Established coding conventions for project | Pang Zi Qi | - |

The meeting was adjourned at 5 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Kong Yu Ning

Vetted and edited by,

Pang Zi Qi