**Minutes of Meeting held on 13 Aug 2011**

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| **S/N** | **Members Present** | **Remarks** |
| 1 | Junaith |  |
| 2 | Tran Ba Tien |  |
| 3 | Chang Parkk Khiong Alvin |  |
| 4 | Phyo Phyo Lwin |  |
| 5 | Koh Ming Jin |  |
| 6 | Maung Tin Kyaw Oo |  |
|  | **Members Absent** |  |
|  |  |  |

**Issues from last meeting**

| **S/N** | **Issue** | **Details** | **Action** | **Remarks** |
| --- | --- | --- | --- | --- |
| 1 | UCRR | The team discussed about the pertaining UCRR issues. | All | Completed |
| 2 | Naming Conventions | The team discussed and iron out issues about  Naming Conventions. | All | Completed |
| 3 | Review of last week’s tasks | The team reviewed last week’s issues/ tasks | All | Completed |
| 4 | Work flow controller | Work flow controller take care of queue | Tim | Completed |
| 5 | Entities | Alvin clarified that entities can’t call each other | Alvin | Completed |
| 6 | Queue / entity | 1. Roger verified with Tim that Queue is only at object level and not at entity object level. Tim confirmed it. 2. Tim Told Roger that the the Queue contains both Steps and Workflow 3. Tim told Phyo that Queue is based on FIFO as well as priority | Tim / Roger  Tim / Roger  Tim / Phyo | Completed |
| 7 | Steps for cylinders | The steps (work to be done ) for cylinders are not fixed and can change. |  | Completed |
| 8 |  |  |  |  |

**Current Issues Discussed**

| **S/N** | **Issue** | **Details** | **Action** | **Remarks** |
| --- | --- | --- | --- | --- |
| 1 | Sat Presentation | The team discussed the tasks to be done for the coming Sat presentation | All | Completed |
| 2 | Database Design | Tim showed the Team the Database design. The team suggested to Tim that the tables’s names need to be modified. | Tim |  |
| 3 | Minutes for Quality Audit | Alvin did the Minutes for the Quality audit. | Alvin | Completed |
| 4 | Cover Page | All documents must have same cover page, the pages will be modified by Tim. | Tim |  |
| 5 | Tasks for Presentation | 1. Present Use case – Update Cylinder status 2. Present Use case - Create workflow  * Prototype * Project Intro * Gantt Chart (Project Progress) * Printing 6 copies of collaboration diagram * High level architecture (about 3 diagrams, referring Roger’s Prototype report) * Defending the project * Buy Arch lever files | Phyo  Alvin  Alvin/Phyo  Tim  Tim  Roger  Tim  Tin  Junaith |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |