**Minutes of CS2101 Group 4’s W3S1 Meeting**

Date: 25/1/2016

Time: 1300hrs

Venue: COM1-0218

Attendees: Hou Ruomu, Wang Riwu, Shaun Lee, Julian Chan

Absent with apologies: -

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|  | **ITEM** | **ACTION BY** | **DUE DATE** |
| 1) | Team has agreed to coordinate the presentation dress code as follows: Formal, light colored long sleeved shirt, dress pants, and belt. |  |  |
| 2) | Team has discussed and agreed upon the order of presentation and delegation of tasks for OP1(Interview skills):  1) Pre-interview - Shaun  2) General skills - Julian and Ruomu  3) Type-specific skills and type-specific questions to prepare for and post interview - Riwu |  |  |
| 3) | Team has set a milestone deadline for OP1 which is for a draft presentation to be done and the presentation structure to be finalized. Individual, as well as, compiled scripts, slides, and research will be uploaded on Github. | Team (both individually and collectively) | 01/02/2016 |
| 4) | Team has agreed to do an online meeting to compile individual scripts, slides, and research. This will allow the team to also discuss any issues that may surface. | Team | 31/01/2016 |
| 5) | Team has agreed for the individual scripts for above milestone deadline to be completed earlier, in order to provide time for compilation and to facilitate smooth discussion during online meeting. | Every team member (individually) | 29/01/2016 |
| 6) | Team has agreed upon the following order of presentation for next Monday’s software presentation:  1) Introduction and problem to be solved - Julian  2) Basic functions – Shaun  3) Extra functionalities (basic) – Ruomu  4) Extra functionalities (advanced) - Riwu |  |  |
| 7) | Team has tentatively agreed upon taking the CS2103T software bucket of “Recurring tasks”. This has to be further contemplated and discussed in this week’s CS2103T tutorial before confirmation. | Team | 27/01/2016 |

Meeting ended at 1400hrs

Minutes recorded by \_\_\_Julian Chan\_\_\_.

Vetted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_.