

Checkpoint Meeting Minutes

Group Identifier: 7

Date of Meeting: 15 03 2016

Attendance Register:

Name	Present
Farrah Khan	X
Arzu Ucrak	
Salman M Rahman	X
Zilan Su	
Xuanyu Gu	

If present mark with (X), approved absence (A), otherwise leave blank

Progress review of last week

Name	Task Description	Task Status
Farrah Khan	Work on your gui/design	O
Farrah Khan	Work on the database	O
Farrah Khan	Start running/testing code and make sure the gui matches with all group members	O
Arzu Ucrak	Finish creating the database	O
Arzu Ucrak	Work on your gui/design	O
Arzu Ucrak	Work on the database	O
Salman M Rahman	Work on your gui/design	O
Salman M Rahman	Work on the database	O
Salman M Rahman	Start running/testing code and make sure the gui matches with all group members	O
Zilan Su	Work on your gui/design	X
Zilan Su	Work on the database	X
Zilan Su	Start running/testing code and make sure the gui matches with all group members	X
Xuanyu Gu	Work on your gui/design	X
Xuanyu Gu	Work on the database	X
Xuanyu Gu	Start running/testing code and make sure the gui matches with all group members	X

Max three rows per group member. Task status: (C) completed (O) ongoing (X) no report

Plan for next week

Name	Task Description	Task Status
Farrah Khan	Finish integrating gui	N
Farrah Khan	Make sure all the essential criteria is fulfilled according to your role	N
Farrah Khan	Start running/testing code and make sure the gui matches with all group members	O
Arzu Ucrak	Finish integrating gui	N
Arzu Ucrak	Make sure all the essential criteria is fulfilled according to your role	N
Arzu Ucrak	Work on the database	O
Salman M Rahman	Finish integrating gui	N
Salman M Rahman	Make sure all the essential criteria is fulfilled according to your role	N
Salman M Rahman	Start running/testing code and make sure the gui matches with all group members	O
Zilan Su	Finish integrating gui	N
Zilan Su	Make sure all the essential criteria is fulfilled according to your role	N
Zilan Su	Start running/testing code and make sure the gui matches with all group members	O
Xuanyu Gu	Finish integrating gui	N
Xuanyu Gu	Make sure all the essential criteria is fulfilled according to your role	N
Xuanyu Gu	Start running/testing code and make sure the gui matches with all group members	O

Max three rows per group member. Task status: (N) new (O) ongoing (X) no report

Other Issues and Risks

