MINUTES OF MEETING

1.   MEETING INFORMATION

SUBJECT:	9th Internal Meeting
DATE:	18th December 2016
TIME:	9:30AM-2:30PM
VENUE:	SMU lab
ATTENDEES:	Teh Kaixin (KX), Nabilah Banu (NAB), Chien Shu Yan (SY), Sean Kwok (SK), Nicole Goh (NIC)
ABSENT WITH APOLOGIES:	

2.   MEETING RECORDS

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
1.	Agenda • Integration • Update timeline • Clarifications of test cases by SY	KX	Team
2.	Admin is able to reset password delete account Password will not be revealed in list of accounts for security reasons. When creating account, "@ulinkassist.com" will be fixed to prevent typo errors. Forecasting may be an additional feature for our system The following are deadlines for the team: 22 Dec - Workflow 18 Dec - Integration for Login/Logout (night) 19 Dec - Testing/ Integration for Account Management, Screenings, Bootstrap (night)	Team	SK SY NAB NAB NIC/SK SY/NIC/SK SY/NIC/SK

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
	20 Dec - Testing/ Bug fixing		SY/NIC/SK
	21 Dec - Testing/ Bug fixing (7pm meeting to get 4 functions working - Nicole to confirm)		SY/NIC/SK
	22 Dec - Testing 100% completed. All bugs fixed		
3.	The meeting ended at 2:30pm. Next meeting date and time TBC.	Team	INFO

The meeting was adjourned at 2:30pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Recorded/ Updated by: Teh Kaixin
Reviewed/Edited by: Nabilah Banu
Date: 18th December 2016