Minutes of Meeting

# Meeting Information

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| 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: |  |

# 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)  20 Dec - Testing/ Bug fixing  21 Dec - Testing/ Bug fixing (7pm meeting to get 4 functions working - Nicole to confirm)  22 Dec - Testing 100% completed. All bugs fixed | Team | SK  SY  NAB  NAB  NIC/SK  SY/NIC/SK  SY/NIC/SK  SY/NIC/SK  SY/NIC/SK |
| **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