**Meeting Minutes**

**Call to Order:**

Fourth team meeting of “Internship Management” project was held under the supervision of

Mr. Udara Samarathunga on 17th October 2016 at SLIIT (Lecture Hall : B502).

**Attendees:**

* Dasuni Kumarapperuma (Leader)
* Nayantara Jeyaraj
* Chathurika Senarath
* Senuri Sucharitharathe
* Suharsha Mendis

**Meeting minutes:**

* Discussion of all the task allocated to each member. In here every one told their ideas regarding each and every task and ER diagrams.
* Mainly we discussed about our basic UI interface including all components common to all users (Home page).There, team members proposed some necessary features that we should include to the home page. Also we decided to use common form template and user friendly icons etc.
* As well as we briefly discussed about SRS document and divided next week users stories among ourselves.
  + - Senuri - Make requests page, Answer requests pages
    - Dasuni - Proper mailing system between all of the users,

Collab with Nayantara on the Vacancy page.

* + - Chathurika – View all questionnaires page with "add new" and "forward"

functions.

* + - Nayantara – Create Login page functions, Create Registration forms for all users
    - Suharsha - Fill internship forms page,Various reporting options

**Report made by:** Chathurika Senarath

**Minutes approved by:**

Team Member Supervisor

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(Name) (Name)

(Date) (Date)