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| **Date:** | 10/30/2019 |
| **Time:** | 12.41 pm |
| **Venue:** | IS Lounge |
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| **Attendees:** | Cha Da Eun  Vittorio Carecci  Tan Qiu Long Matthew Ian  Brendon Lim  Sheng Qin |
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| **Agenda:** | 1. Syncing of documents so that all members are on the same page. Also in preparation to pass PM role.  2. Refine scheduling |
|  | 3. Run through of requirements for final presentation so that everyone is on the same page |

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|  |  |  | **Due Date** |
| 1 | Bug searching and fixing | All | 13 Nov |
| 2 | Deploy on the test server to test once all test cases pass | Matthew & DaEun | 13 Nov |

We spent some time to look through the documents to make sure that the content is consistent, especially the scheduling and programming files.

We are quite happy that all the main functional work is completed. Now we are working on bug fixes.

Brendon has mentioned that he is worried that locally hosted work may not work on the server as it is run on Linux. Therefore, we plan to upload first and test only once everyone has run through the testcases and has found the appropriate bugs.

Brendon has mentioned that the scheduling is not specific enough and will run through that again.

The meeting was adjourned at 2.15pm. These minutes will be circulated and adopted if there are no amendments reported in the next 24 hours.

Prepared by,

**Matthew Tan**

Vetted and edited by,

**Cha Da Eun**