

Team 09 – Team-Supervisor Discussion

Meeting Minutes

October 15, 2020

Opening:

Meeting Minutes of team meet-up for dimensioning module held in MS Teams on 15 October 2020 at 3:45 p.m.

Present:

Aloysius Chia Mu Rong (Product Owner)

Jung Duk Kyun Justin (Developer)

Htet Htet June Han (Quality Assurance)

Crystal Toh Yi Shan (Team Manager)

Tan Wei Jian (Scrum Master)

Professor Cao Qi (Project Supervisor)

Professor Cao Qi, the project supervisor owner called the meeting to order at 3:45 p.m.

Apologies for absence:

No Apologies were received.

Discussion:

Discussion Topics	Action Items
Meeting minutes of the first customer day not recorded	Wei Jian - Will do the initial draft of the meeting minute and disseminate to rest of the members
Positive feedback by project supervisor regarding the first customer day. 14 out of 15 marks was awarded for it.	No action needed – For all to take note

Adjournment:

Meeting was adjourned at 4:00pm by Project Supervisor. The next Team-Supervisor meeting will be on October 29th, 2020 on Microsoft Teams.

Recorded by:

Tan Wei Jian

Scrum Master

Vetted by:

Justin Jung Duk Kyun
Developer

Confirmed by:

Aloysius Chia Mu Rong
Product Owner