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| **Date:** | 1 Sept 2019 |
| **Time:** | 4.30pm – 5.30pm |
| **Venue:** | Skype |
|  |  |
| **Attendees:** | Shermin, Soo Chi, Wei Ling & Wei Chen |
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| **Agenda:** | 1. Set shared expectations  2. Allocate PM and programming pairs  3. Define project scope |

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| **No.** | **Task** | **Done by** | **Due Date** |
| 1 | Revise PHP basics | Everyone | 8 Sept 2019 |
| 2 | Github/Trello Registration | Everyone | 8 Sept 2019 |

SHARED EXPECTATIONS

1. Aim for the highest possible grade
2. If you’re assigned a task, get it done responsibly and prior to the given deadline. Ask for help in advance if necessary.
3. Respect each other’s time, be punctual and inform in advance if there are any changes to your availability.
4. Commitment is key, be it project workload or meetings.
5. Be proactive and efficient during meetings and get things done fast.
6. Pay attention in class, understand the concepts and apply it to the project. Help one another if required but don’t take the help for granted.
7. Stay on top of the schedule, achieve milestones slightly ahead of the deadlines.

TENTATIVE ROLES

Project Manager: Jiayu

Pair 1: Wei Chen & Shermin

Pair 2: Soo Chi & Wei Ling

PROJECT SCOPE

* 7 key functions in total –> login considered the same for both Students and Admins
* Students: 5 (Login, bid, drop bid, drop section, view budding results)
* Admin: 3 (Login, bootstrap, starting/clearing rounds)

The meeting was adjourned at 5.30 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Wei Chen

Vetted and edited by,

Soo Chi