**Weekly Internal Meeting**

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| **Subject** | Meeting for 16 Nov 2016 | | |
| **Date** | 16-Nov-2016 | **Venue** | Library |
| **Time Start** | 02:20pm | **Time End** | 04:00pm |
| **Present** | Lai Fook Siang(LFS), Chew Mon Hian(CMH), Lim Kuan Sing(LKS), Loh Wei Xing (LWS) | | |
| **Absent** | - | **Chair By** | Lai Fook Siang |
| **Next Meeting Date** | 30-Nov-2016 | **Minuted By** | Lai Fook Siang |

**Minutes of meeting:**

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| # | Description | PIC |
| 1. | To-do List for Lai Fook Siang   * Add points   + Get all the QR Code from client and understand add how many points. * QR Code Scanner on Web   + Research on how to add the QR Code scanner into web. * Redeem Points   + Get the flow from client how this works in the event, what is the progress. | LFS |
| 2. | To-do List for Chew Mon Hian   * View Scanned Student Data   + Get information from client, which field to view. * Export data   + Get information from client which field to export and research on how to export file. | CMH |
| 3. | To-do List for Lim Kuan Seng   * Retrieve Game   + Get information for the game * Retrieve Sponsorship   + Get information for the sponsorship * Retrieve in Responsive   + Research on how to code the layout in responsive layout * Retrieve Event   + Get information for the schedule event * Retrieve Event Remaining Date   + Get information for the event remaining time | LKS |
| 4. | To-do List for Loh Wei Xing   * Add student   + Student are able to perform register and login. Get information from client, use what to login and what field to register * Update Sponsor   + Allow sponsor to update its profile. Get information from client on which field can be register * Update Student   + Allow student to update its profile. Get information from client on which field can be register | LWS |