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| Date: | 18 Sept 2019 |
| Time: | 6.45 p.m. |
| Venue: | SIS project way |
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| Attendees: | Cliffen Lee, Qu Wen Rui, Yang Zhou Yi Fan, Khoo Xian Shuang |
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| Agenda: | 1. Make sure everyone is aligned with project requirements 2. Start on project requirements 3. Discuss the functionalities 4. Brainstorm timeline for project milestones |

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| S/N | Agenda Item | Personnel | Due Date |
| 1 | Code log-in page | Wen Rui & Yi Fan | 20 Sept 2019 |
| 2 | Validation bootstrap for the 6 cvs files | Wen Rui & Yi Fan | 20 Sept 2019 |
| 3 | Finalise timeline for project milestones | Xian Shuang & Cliffen | 20 Sept 2019 |
| 4 | Create test cases | Xian Shuang & Cliffen | 20 Sept 2019 |

Next Meeting and agenda:

* Share with the team the confirmed timeline
* Deconflict or clear up misunderstanding of project requirements if still any doubts. Create a list to ask the teaching team if need.

The meeting was adjourned at 7.24 p.m. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Xian Shuang

Vetted and edited by,

Cliffen