Date: 30 May 2018

Absent: Chantalle

Status Updates:

1. Meeting accountability. Whoever is not present for a meeting or late without valid reason (sick or OT or family reasons), 3 strikes, and you have to buy everyone lunch. Late after 15 min grace period. Deadline if cannot meet, please give 2-3 days heads up. Overseas keep in check with the group and have your deputy be in contact with you. Chantalle join us for 1 meeting at least while overseas
2. Proposal - Kis will finalise timeline by this weekend. The most updated one is on google docs
3. Wiki – Everyone send photos to Kis for roles and responsibilities
4. UI – Josh will use dummy images and contents for now, use Black-and-white colour scheme for now, when we meet client we can tailor it further
5. Acceptance which is the 1st of school, we try to book Wed – 2 weeks before, we try to finish everything. Kis would like us to take 1 week break. After school starts, week will go back to Mon (rather than starting on Wed).
6. Coders will start on inventory management this week. Now that Kis is back, she will focus on wiki and Jia’an will focus on testing.
7. Wordpress – Jia’an ran through wordpress research. After meeting on client, we will go through with them to understand if they’re keen on wordpress. If so, soon after we’ll move to wordpress
8. Kis will get in contact with Ben re. technical complexity