**Date: 18 July 2018**

**Status Updates:**

1. Chantalle updated us on the business process diagram. Open the xml file in the draw.io link she provided.
2. Kis will email Ben to confirm supervisor is Thivya Kandappu. If supervisor is confirmed, will proceed to set up meeting with her.
3. Coders:
   1. SSL is done, validity is only for 90 days, script will auto-renew but to check after 90 days
   2. Plugins still in progress
      1. Notifications: Just need to link with Twillio
      2. Account creation for customers: More under WooCommerce
   3. Theme in progress
4. Testing – Whenever anyone has finished one portion, let Jia’an know so she can start testing
5. Trello – Create one bot each for the tasks required. Be it coding tasks, or PM tasks.
6. When term starts, block out Thurs 1 – 4pm. Thurs and Fri are the generally free days, but most prefer Thurs. So any meetings, Thurs/Fri.