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| Team Meeting | |  | | --- | | August 20, 2019 | | 7:30 PM – 10:00 PM | | SIM Block B | |

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| Meeting called by: | Nyein Soe (Leader) | Type of meeting: | FYP Discussion 11 |
| Facilitator: | Wilson | Minute Officer: | Alvin |
| Timekeeper: | Alvin |  |  |

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| Attendees: | Alvin, Nyein Soe, Wilson |
| Absentees: | - |
| Please read: | - |
| Please bring: | Notebook / Laptop /Stationery /Android based smartphone |

## Minutes

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| Agenda item: | Review of program functions | Presenter: | Alvin / Nyein Soe / Wilson |

#### Discussion:

* Review and testing of program functions

#### Conclusions:

* To test out the various functions of the program
* Fix bugs and improve UI

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| Action items | Person responsible | Deadline |
| * Program debugging | Wilson | 23/8/19 |

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| Agenda item: Assignment of roles and duties |  | Presenter: | Alvin / Nyein Soe / Wilson |

#### Discussion:

* To assign roles and duties to each member

#### Conclusions:

* Each member to perform all duties assigned to them

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| Action items | Person responsible | Deadline |
| * To update all documents, upload all versions of documents to database | Alvin, Nyein Soe | 23/8/19 |
| * Update website with latest information | Alvin | NA |
| * Update prototype with discussed improvements | Wilson | 23/8/19 |
| * Purchase of necessary items (CDs, Clips, Envelopes) | Alvin, Nyein Soe | 23/8/19 |
| * Finalize all documentation | Alvin, Nyein Soe | 23/8/19 |

## Other Information

* Due to work commitments by various team members, please avoid meetups on weekends
* Above mentioned agenda to be discussed during the next meeting
* Always keep in contact and update other team members on all matters pertaining to this FYP

#### Special notes:

* Minutes is to be shared amongst team members