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| Team Meeting | |  | | --- | | August 24, 2019 | | 10:00 AM – 2:00 PM | | SIM Block B | |

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| Meeting called by: | Nyein Soe (Leader) | Type of meeting: | FYP Discussion 12 |
| 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 website, database and documents | Presenter: | Alvin / Nyein Soe / Wilson |

#### Discussion:

* Review and update of website, database and documents

#### Conclusions:

* To update website and database, upload essential items
* Improve design of website

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| Action items | Person responsible | Deadline |
| * Upload all updated documents to website and database, improve design of website | Alvin | 27/8/19 |

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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 |
| * Improve program UI | Wilson | 27/8/19 |
| * Finalize all documentation and upload to website and database | Alvin, Nyein Soe | 27/8/19 |

## 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