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| Team Meeting | |  | | --- | | June 27, 2019 | | 7:00 PM – 9:30 PM | | SIM Block B | |

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| Meeting called by: | Nyein Soe (Leader) | Type of meeting: | FYP Discussion 6 |
| Facilitator: | Wilson | Minute Officer: | Alvin |
| Timekeeper: | Alvin |  |  |

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

## Minutes

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| Agenda item: | Finalize Documents | Presenter: | Alvin / Nyein Soe / Wilson |

#### Discussion:

* To finalize all documents (Preliminary Technical Documents, Preliminary User Manual)
* To prepare presentation slides for End Term Review

#### Conclusions:

* To finalize Preliminary Technical Documents, Preliminary User Manual

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| Action items | Person responsible | Deadline |
| * To complete the above-mentioned documents before the End Term Review | Alvin, Nyein Soe | 5/7/19 |

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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 conduct further research / update documents & program based on the duties assigned to them

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| Action items | Person responsible | Deadline |
| * To finish up on Preliminary Technical Documents, Preliminary User Manual and presentation slides | Alvin, Nyein Soe | 5/7/19 |
| * Update website with latest information | Alvin | NA |
| * Update prototype with discussed details | Wilson | 5/7/19 |

## 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