

Meeting Minutes - [Team Ameilax]

Location: School of Information System Meeting Room 4.3

Date: 4th February 2016

Time: 10am – 11am

Attendance

Professor Kam Tin Seong, Wong Jia Wei, Sng Ei Leen

Agenda Items

1. Update Prof Kam regarding the current project progress after obtaining hardcopy data from sponsor
2. Consult Prof Kam regarding the project scope upon knowing more about client's data management system

Action Items

No.	Item	Action By	Due Date
1.	<u>Change of project scope</u> <ul style="list-style-type: none"> • A more evident business problem for Sponsor is the lack of proper database management system • Team to focus on creating database for Sponsor • In real world, can spend about 60% of our time on creating database • Our team probably needs to spend more than 60% of our time to create database for client • Use market basket analysis after database creation to highlight the benefits of maintaining a proper database 		
2	<u>Creation of Database</u> <ul style="list-style-type: none"> • Research on SQLite database system • Create and design relational database structure for Sponsor 	Jiawei	20 th February 2016
3.	<u>Review project scope and update report</u> <ul style="list-style-type: none"> • Review the feedback from Prof • Update project scope and report according to feedback 	Ei Leen Amy	20 th February

4.	<u>Data Entry</u> <ul style="list-style-type: none">• Finish data entry of hardcopy data from Sponsor	Ei Leen Amy	23 rd February
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