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| **IS480 Team Meeting Minutes**  |

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| **Date** | 22 July 2014 |
| **Time** | 10:05-15:30pm |
| **Venue** | SIS Level 2 |
| **Attendees** | Chan Yun RuKenneth LiowYing NengMelvin LeongHattie Ren |
| **Agenda** | Facebook Integration DiscussionCarry out UAT and Heuristics Evaluation |

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| **S/N** | **Meeting Points** | **Follow Up Actions** |
| 1. | * Checked through the documentations completed by each team member as a team to ensure the documentations are consistent and accurate.
* Make sure that schedule and everything is in line and under way as per sponsor
 | Hattie |
| 2. | * Work on Facebook integration
 | - Kenneth and Yunru Facebook Integration |
| 3. | * Prepare to find students around school to carry out heuristics evaluation
 | Melvin, Ying Neng, Hattie |
| 4. | * Conduct UAT testing and log them for debugging
* Add to bug metrics
 | Kenneth, Yunru, Melvin |
| 5.  | * Begin preparation work for acceptance presentation
 | All |
| 6.  | * Hattie to follow up on PM stuff and ensure team is working in line with project
 | Hattie |

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| **Prepared By** | Melvin |
| **Time** | 22 July 2014, 17:00pm |

**The meeting was adjourned at 15:30pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.**