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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 Ru  Kenneth Liow  Ying Neng  Melvin Leong  Hattie Ren |
| **Agenda** | Facebook Integration Discussion  Carry 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.**