

SUPERVISOR MEETING MINUTES#7

Date: 19 Sept 2014
Time: 12:30 pm
Venue: SIS GSR 3-6

Attendees: Trecia, Zhen Jie, Terence, Ming Min & Jinq-Yi

Apologies: Nil

Agenda: 1. Presentation
2. Any other business

	Notes/tasks	Actor	Due Date
1.	<ul style="list-style-type: none">• E-receipts and fund transfer to be done• Changes of scope• Bug metrics / schedule metrics• System demonstration need show at least 70-80%• Update wiki with latest content• UAT Statistics	All	26/09/2014
2.			

The meeting was adjourned at 01:35 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,
Trecia Koh

Vetted and edited by,
Phang Ming Min