

TEAM R&I

Client Meeting Agenda

Meeting/Project Name:	2018T2 R&I		
Date of Meeting (DD/MM/YYYY):	26/10/2018	Time:	1530 - 1630
Meeting Facilitator:	Liting	Location:	SIS GSR 3-4

1. Meeting Objective

1. Weekly update on our progress

2. Attendees

Name	Attendance	Remarks
Chow Li Ting	Present	-
Teng Shu Yan Rachel	Present	-
Thevakumaren S/O Morgaya	Present	-
Raghav Gowri Sankar	Present	-
Mok Hao Ze Benjamin	Present	-
T S Kautham	Present	-

3. Pre-work/Preparation (Documents/Handout to bring, reading materials, etc)

Description	Prepared By:
Final Update on DCD Function	Rachel, Theva, Raghav, Kautham and Benjamin

4. Agenda and Notes, Decision, Issues

Topic	Owner
Weekly Update <u>Summary of Discussion:</u> <ul style="list-style-type: none">• Backend edit Account_DCD WSDL and update the process for all CRD processes• Frontend faced problem making API calls• Schedule slightly behind time (we have yet to integrate)	Liting, Raghav and Rachel
Adhoc Discussion: <u>Summary of Discussion:</u> <ul style="list-style-type: none">• Additional information for project description<ul style="list-style-type: none">○ No changes to the scope hence, updating proposal and wiki page will do	Liting

5. Action Item		
Action	Owner	Due Date
Inform Prof Ben and Prof Tan with the new project description	Liting	26 th October 2018
Resolve problem regarding API calls	Theva and Rachel	31 th October 2018
Finish up FYP WikiPage	Liting	4 th November 2018

6. Next Meeting (if applicable)	
Date (DD/MM/YYYY):	26/10/2018
Time	1530 - 1630
Location	SIS GSR 3-4
Objective	Update Client on our status