

Team Tenacity Meeting Minutes 6

Date:	Friday 21 December 2012
Time:	1400 – 1500 Hours
Venue:	School of Information Systems, Level 3, Rlab
Attendees:	Chua Eng Chang Gabriel Lok Sundaram S/O K. VALLIAPPAN Bryan Lim
Agenda:	<ol style="list-style-type: none">1. Review 3rd supervisor meeting2. Review schedule3. Review progress4. Set deliverables for the following week

No.	Discussion Item
1.	Review 3 rd supervisor meeting <ul style="list-style-type: none">• Refresher• No important points• Team decided to review third supervisor meeting minutes OTOT
2.	Review schedule <ul style="list-style-type: none">• Schedule will be looked into and broken down• More granular tasks and functions will be stated in the schedule on Monday 24 December 2012• This will enable better tracking and schedule adherence
3.	Review progress <ul style="list-style-type: none">• Inventory module half completed• Order management yet to be touched• UI has to be polished up
4.	Set deliverables for the following week <ul style="list-style-type: none">• Off given on Christmas and New Year's Day• Schedule will be broken down on the above stated date• Inventory and order management modules will be worked on next week as well

Prepared by,
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Vetted and edited by,
Chua Eng Chang