Internal Meeting Minutes 7

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| **Date:** | | 21/10/2017 | | |
| **Time:** | | 6.00pm – 8.00pm | | |
| **Venue:** | | SMU Labs level 1 | | |
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| **Attendees:** | | Gao Hai Long, Liu Jia Meng, Zhang Xiao Yu, Zhang Yu Zhe, Gary Quek Jian Zhang | | |
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| **Agenda:** | | 1. Review comments by Prof. 2. Check status of coding. 3. Decide on go live date. 4. Prepare for UAT. 5. Book Acceptance date | | |
| **S/N** | **Task** | | **Assigned to** | **Due Date** | |
| 1 | Review comments by Prof | | All | 25/10/2017 | |
| 2 | Check status of coding | | Gao Hai Long | 21/10/2017 | |
| 3 | Decide on go live date | | Gao Hai Long | 21/10/2017 | |
| 4 | Prepare for UAT | | All | 29/10/2017 | |
| 5 | Book Acceptance date | | Gao Hai Long | 25/10/2017 | |

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| **Time** | **Point** | **Action** |
| 6.00pm | Meeting starts | Discuss agenda for today |
| 6.10pm | Review comments by Prof | Clarify doubts on team member having relationships with the sponsor.  Revise on X-Factor, x-factor can not be an idea but an achievable goal which bring benefits for the sponsor.  Revise on Business Model, clarify source of revenue.  Decided to make clearer explanation on storyboard of wiki.  Work on a recommendation done for a simple keypath scenario. |
| 7.00pm | Check status of coding | Difficulties of Integration of back end to front end.  Difficulties for Xiao Yu and Jia Meng to learn a swift code. |
| 7.30pm | Decide on go live date | As request by Prof, we decide our go live date be 7th March. |
| 7.45pm | Prepare for UAT | Decide date for UAT to be 29th October and ask friends to come on that date.  Prepare test cases |
| 7.55pm | Book Acceptance date | Hai Long to book acceptance date. |
| 8.00pm | Meeting ends |  |

The meeting was adjourned at 8.00 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

**Zhang Yu Zhe**

Vetted and edited by,

**Gao Hai Long**