

Date: 9 April 2018
Time: 5pm
Venue: SMU SIS MR 4-3
Attendees: Gerald Tan
Bertran Queck
Yeo Yi Xiang
Jamie Chew
Toh Yi An

Agenda:	<ul style="list-style-type: none">● Preparation of Handover<ul style="list-style-type: none">○ Prepared necessary documentation<ul style="list-style-type: none">■ Handover User Manual■ Handover Report■ Handover Checklist■ Source Codes● Application Runthrough to ensure all features are up & running● Slides Runthrough<ul style="list-style-type: none">○ Made necessary changes according to each person's part○ Ensured that the team has completed presentation at the recommended timing
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The meeting was adjourned at 7pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,
Jamie