



## Internal Meeting

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<b>Date</b>	1 June 2016
<b>Time</b>	6:30 pm – 10:00 pm
<b>Venue</b>	SMU FYP Room
<b>Attendees</b>	Tan Ai Xin Clinton Ang Samantha Ng Lim Zi Ling Joanna Tan
<b>Absentee</b>	-
<b>Agenda</b>	1. Sprint update 2. Discussion on Advisor's feedback

### AGENDA

No.	Task
1.	<b>Sprint Update</b> <ul style="list-style-type: none"><li>- Clinton, Joanna and Samantha updated the team on the progress of individual's task</li><li>- Reminder was made to update the sprint backlog</li></ul>
2.	<b>Advisor's Feedback</b> <ul style="list-style-type: none"><li>- The team talk about how to ensure data confidentiality and mentioned about the exploration on public and private cloud</li></ul>
3	<b>Future Plans</b> <ul style="list-style-type: none"><li>- Team decided fix a meeting with client to propose adaptation to advisor's feedback</li></ul>

### ACTION ITEMS

Action Items	Person Responsible	Deadline
Set up meeting with the Sponsor	Tan Ai Xin	2 June 2016
Update Sprint Backlog	Clinton, Joanna & Samantha	2 June 2016

Prepared by Tan Ai Xin

Vetted and edited by Clinton