Internal Meeting Minutes 4

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| **Date:** | 01/10/2017 |
| **Time:** | 6.00pm – 9.00pm |
| **Venue:**  | SMU Labs level 1 |
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| **Attendees:** | Gao Hai Long, Liu Jia Meng, Zhang Xiao Yu, Zhang Yu Zhe |
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| **Agenda:** | 1. Finalize Project Requirements
2. Finalize Proposal Preparation
3. Creation of Diagrams
4. Database set up
5. IDE set up
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| **S/N** | **Task** | **Assigned to** | **Due Date** |
| 1 | Finalize Project Requirements | All | 02/10/2017 |
| 2 | Finalize Proposal Preparation | All | 02/10/2017 |
| 3 | Creation of Diagrams | Liu Jia Meng, Zhang Xiao Yu | 15/10/2017 |
| 4 | Database set up | Gao Hai Long ,Zhang Yu Zhe | 15/10/2017 |
| 5 | IDE set up | Gao Hai Long, Zhang Yu Zhe | 15/10/2017 |

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| **Time** | **Point** | **Action** |
| 6.00pm | Meeting starts  | Discuss agenda for today |
| 6.10pm | Finalize Project Requirements | Requirements:* User can sign up as both Sender and Deliverer.
* Deliver task to be posted able to accept by deliverer.
* Give sender a suggested price quote of delivery.

Higher Requirement:* Smart Recommendations of Task and Deliverer
* Platform for managing user conflicts.
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| 6.20pm | Finalize Proposal Preparation  | Hai Long to revise on proposal and come up with Version 2/3. Work on required content such as a clearer business model X-Factor. |
| 6.40pm | Creation of Diagrams | Discuss and draw ER, User case diagram and Technical Diagrams |
| 7.40pm | Database set up | Use MySql to set up data base such as users, location. |
| 8.40pm | IDE set up | To download and install required software. Yu Zhe to download VMWare for IOS system as his computer is a Windows computer. |
| 9.00pm | Meeting ends. |  |

The meeting was adjourned at 9.00 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**