



INTERNAL MEETING MINUTES

Iteration No.	8
Meeting No.	4
Date of Meeting: (Day Month Year)	06 April 2014
Time: (hh:mm to hh:mm)	14:00 to 16:00
Venue:	SOE GSR 2.14
Meeting Chairperson	Tan Rui Jia Noelle

1. Meeting Agenda

(a) After Iteration Audit

2. Attendance**Name [Absent/Present]**

Bie Ya Qing [Present]

Low Wen Guang [Present]

Sebastian Kiran Joy [Present]

Tan Guo Hao [Present]

Tan Rui Jia Noelle [Present]

Victor Lee Hong Zhi [Present]

3. Discussed Content**Topic**

(a) After Iteration Audit

a. Completed Functions

i. Download Documents



- ii. View Event Schedule, Floor Plan
 - iii. Respond to Feedback Form
 - iv. Web: Last known time of each participant, Time of Registration and RSVP (Trends), and how many people are within the event venue at one point of time.
- b. User Test 2
- i. Changes debugging complete.

4. Next Meeting	
Date of Meeting: (Day Month Year)	7 April 2014
Time: (hh:mm to hh:mm)	12:00 to 13:00
Venue:	Library Project Room 2.2

5. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)		
Description	Prepared by	Due Date

Minutes Prepared By Low Wen Guang, Victor Lee Hong Zhi

Date 06 April 2014

Vetted and Edited By Tan Rui Jia Noelle

Date 06 April 2014