

<b>Date:</b>	04/04/2017 (Tuesday)
<b>Time:</b>	2.00pm - 4.00pm
<b>Venue:</b>	SOE Student Lounge
<b>Attendees:</b>	Al Rafid Bin Abdul Aziz Eugene Tan Wei Hong Low Wen Jun (Belynda) Mario Yeremia Ngawing Tan Ming Kwang Gwee Wei Ling
<b>Agenda:</b>	<ol style="list-style-type: none"> <li>1. Ensure everyone understands project requirements</li> <li>2. Task delegation</li> <li>3. Project schedule</li> <li>4. Things to clarify with Edy</li> </ol>

	<b>To-Do</b>	<b>Assignment</b>	<b>Due Date</b>
1	Fill in everyone's schedules from May to December	Everyone	28 Apr
2	Send email to Edy on the list of things we need from him	Belynda	4 Apr
3	Contact corporate comms people about the UI of the project	Wei Ling	28 Apr
4	Finalize project schedule	Belynda	28 Apr
5	Come up with the wireframe of the application	Mario + Gwee	28 Apr

	<b>Things Discussed</b>	<b>Conclusion</b>
1	<p>Ensure everyone understands project requirements:</p> <p>The group went through the core functions of the application to ensure everyone is on the same page and understands the project requirements and scope</p>	<ul style="list-style-type: none"> <li>- Everyone is on the same page and understands the requirements of the project</li> </ul>
2	Task delegation:	<ul style="list-style-type: none"> <li>- [Refer to 'To-Do' and 'Person</li> </ul>

	Tasks were delegated to members based on their roles	Responsible' columns]
3	<p>Project schedule:</p> <p>Roughly discussed the number of iterations we will have and how long each iteration will be</p>	<ul style="list-style-type: none"> <li>- Each iteration for the first 4 months, will run for 1 month</li> <li>- 5th month onwards, each iteration will run for 2 weeks</li> </ul>
4	<p>Things to clarify with Edy:</p> <p>As the group was going through and understanding the core functions of the application together, there were a couple of questions that were raised. We thought that they should be brought up and clarified with Edy.</p>	<ul style="list-style-type: none"> <li>- Things to clarify with Edy: <ul style="list-style-type: none"> <li>- Signature for TNF approval</li> <li>- Public users need to sign up or not to use the portal</li> <li>- Display course listing and/or upcoming courses in calendar format</li> </ul> </li> </ul>

The meeting was adjourned at 4.00pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,  
Al Rafid Bin Abdul Aziz

Vetted and edited by,  
Low Wen Jun