



## Internal Meeting

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<b>Date</b>	6 June 2016
<b>Time</b>	7:30 pm – 8:30 pm
<b>Venue</b>	SMU FYP Room
<b>Attendees</b>	Tan Ai Xin Clinton Ang Lim Zi Ling Joanna Tan
<b>Absentee</b>	-
<b>Agenda</b>	<ol style="list-style-type: none"><li>1. Scope refinements</li><li>2. Splitting of workload</li><li>3. Slides for meeting with Sponsor</li></ol>

### AGENDA

No.	Task
1.	<b>Scope Refinement</b> <ul style="list-style-type: none"><li>- Team decided to focus on data collection and statistical reporting. Hence, the team decide to propose to the sponsor to drop functionalities such as scheduling, google map and SMS function and work on more charts and tables</li></ul>
2.	<b>Splitting of work</b> <ul style="list-style-type: none"><li>- The team talk about how to split the workload due to the vacant front-end developer. The team decided that Joanna will be the lead front-end developer working and deputy back-end developer and Aixin will support Joanna as the deputy front-end developer. Ziling will help Aixin by taking over several project management task such as risk mitigation and monitoring of metrics.</li></ul>
3	<b>Slides for meeting with Sponsor</b> <ul style="list-style-type: none"><li>- Team discuss about the flow of the presentation with the sponsor and other important issues to raise such as handing over procedure and the consideration of using a private server.</li></ul>

### ACTION ITEMS

Action Items	Person Responsible	Deadline
Create the slides for the presentation	Tan Ai Xin	7 June 2016
Update of the scope	Lim Zi ling	7 June 2016

Prepared by Tan Ai Xin

Vetted and edited by Clinton