

TEAM R&I

Internal Meeting Agenda

Meeting/Project Name:	2018T2 R&I		
Date of Meeting (DD/MM/YYYY):	30/10/2018	Time:	15:30 – 17:30
Meeting Facilitator:	Liting	Location:	LKS PR 4-16

1. Meeting Objective

1. Weekly Progress Update

2. Attendees

Name	Attendance	Remarks
Chow Li Ting	Present	-
Teng Shu Yan Rachel	Present	-
Thevakumaren S/O Morgaya	Present	-
Raghav Gowri Sankar	Present	-
Mok Hao Ze Benjamin	Present	-
T S Kautham	Present	-

3. Agenda and Notes, Decision, Issues

Topic	Owner
Weekly Progress Update <u>Summary of Discussion:</u> <ul style="list-style-type: none">• The development of the frontend and backend systems are going along well. However, frontend is slightly behind time.• Team mentioned that integration has not been done yet, but they have tried on localhost and the functions work. Will perform integration when frontend part is ready• Preparation of Supervisor Meeting<ul style="list-style-type: none">○ Consolidation of enquires to clarify with regards to Acceptance on 9th Nov	Liting

4. Action Item

Action	Owner	Due Date
Consolidation of question to ask Prof Tan	Liting	31 st October 2018
Frontend API calls get it working	Theva, Rachel	2 nd November 2018
Wiki Page	Liting	4 th November 2018

5. Next Meeting (if applicable)

Date (DD/MM/YYYY):	7/11/2018
Time	1530
Location	LKS PR 4-16
Objective	Weekly Progress Update