

## TEAM R&I

### Internal Meeting Agenda

<b>Meeting/Project Name:</b>	2018T2 R&I		
<b>Date of Meeting (DD/MM/YYYY):</b>	23/10/2018	<b>Time:</b>	15:30 – 17:30
<b>Meeting Facilitator:</b>	Liting	<b>Location:</b>	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
<b>Weekly Progress Update</b> <u>Summary of Discussion:</u> <ul style="list-style-type: none"><li>• Timeline is extremely tight, need to prioritise modules before acceptance<ul style="list-style-type: none"><li>○ Allocated more time to code</li><li>○ Seek help from Martius</li></ul></li><li>• Everyone is motivated and believes that we can go ahead with the project</li></ul>	Liting

#### 4. Action Item

Action	Owner	Due Date
Frontend routing need to get it working	Rachel, Theva	30 <sup>th</sup> October 2018
Wiki Page	Liting	4 <sup>th</sup> November 2018

#### 5. Next Meeting (if applicable)

Date (DD/MM/YYYY):	30/10/2018
Time	1530
Location	LKS PR 4-16
Objective	Weekly Progress Update

