

CHOCOLICIOUS MEETING MINUTES #12

Date: 5th November 2014
Time: 6 pm
Venue: SIS GSR2-7

Attendees: Terence, Trecia, Jinq-Yi, Ming Min & Zhen Jie

Apologies: Nil

Agenda: 1. Project progress

	Note/ Task	Actor	Due Date
1	UI Form generated for endorsement of deposits is in portrait, needs to be changed to landscape. Ensure that all emails sent by our system has the proper logos and all	Zhen Jie	14 th November
2	User Guide Embed user guide into program Deployment Updates to be deployed to SMUSA server	Terence	14 th November 7 th November

The meeting was adjourned at 6.30pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,
Ming Min

Vetted and edited by,
Terence