



Team Meeting Minutes

Meeting Information

Date/Time:	14 March 2018, 1130AM – 8PM
Venue:	UAT: MRT stations – Beauty World, King Albert Park, Sixth Avenue, Tan Kah Kee stations & Ngee Ann Polytechnic bus stop Filming: Bras Basah & Dhoby Ghaut stations
Agenda:	1. UAT 2. Film video
Minutes by:	Cheryl Lee
Vetted by:	Lee Pei Jia

Meeting Attendance

S/N	Team Member	Role	
1	Cheryl Lee Sze Min	Project Manager	Present
2	Ailin Cheau	Backend Developer	Present
3	Grace FOO Huan Ting	Frontend Developer	Present
4	LEE Pei Jia	iOS Developer	Present

Notes

S/N	Topic	Notes & Tasks
1	UAT & Video	Conducted UAT Filmed Video

To-Do

S/N	Task	Assigned to
1	Translate findings to UAT document	Cheryl
2	Team to improve based on UAT Feedback	Grace, Ailin, Pei Jia