



Team Meeting Minutes

Meeting Information

Date/Time:	9 February 2018, 330PM – 6PM
Venue:	SIS GSR 3-4
Agenda:	<ol style="list-style-type: none"> 1. UAT Preparation 2. Include components into presentation 3. Update each other on progress
Minutes by:	Cheryl Lee
Vetted by:	Pei Jia Lee

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	Project Progress	<p>Installed application on phones to prepare for UAT</p> <p>Went through a round table session for members to update each other on progress and to voice out any concerns</p> <p>Team to add “edit” & “delete” functions for notes, videos, quiz, reflections modules, while keeping peer evaluation as last priority</p> <p>Edited videos to include in application. Videos to be included in bite-sized portions per week</p> <p>Week 1: Stages of service learning (3 videos)</p> <p>Week 2: Biomedical (3 videos)</p> <p>Week 3: Engineering (3 videos)</p> <p>Notes to accompany videos</p>
2	Project Management	Technical Complexity: Taking over codes from ex-team members, learning Swift from scratch, managing a downsized team 6 weeks before midterms
3	Midterms preparation	To decide who to present which portions, update on learning reflections
4	UAT Preparations	To install final version of application on Monday after supervisor meeting (after a weekend of coding)

To-Do

S/N	Task	Assigned to
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