**Team Meeting Minutes**

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| **Date:** | 6th September 2012, Thursday |
| **Time:** | 1930hrs to 2130hrs |
| **Venue:** | SOA SR 1-3 |
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| **Attendees:** | Kevin, Yingyue, Jeffrey, Keli, Yizao |
| **Absentee:** |  |
| **Agenda:** | 1) Review on what are the detailed changes needed after Masami's UI review. Advisement on what needs to be done for development. (30 mins)    2) Updated changes to the logical diagram (10 mins)    3) Discuss the final scope of GPS feature on diary entry before Masami's approval (15 mins)    4) Confirm expected start time of small UT (5 mins) |

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| **No.** | **To-do List** | **Person I/C** | **Due Date** | **Remarks** |
| 1. | Update Masami’s UI Review | Yizao | 08/9/2012 |  |
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| **Content for meetings’ agenda** | | ***Action By*** |
| 1 | Review on what are the detailed changes needed after Masami's UI review. Advisement on what needs to be done for development. (30 mins)   1. New UI for live feeds, (Done by the end of Saturday night, and get Masami’s feedbacks) | Yi Zao |
| 2 | Updated changes to the logical diagram (10 mins)   1. Include number of adds of likes (Just number only) 2. Performance is backend on Drupal side 3. Discussion for table cm\_performance is based on organization, not on projects 4. Wcnew is existing table, just for worthy causes 5. What’s inside the contribution table | Kevin |
| 3 | Discuss the final scope of GPS feature on diary entry before Masami's approval (15 mins)   1. What to clarify with Masami | Keli |
| 4 |  |  |

Prepared by,

Yizao

Vetted and edited by,

Kevin