

Date: 30/10/2015
Time: 1630 - 1730
Venue: Prof Ben Gan's Office

Attendees: Gauri Bhatnagar
 Lim Xin Yi
 Sin Xin Yee
 Tay Guang Wen
 Yap Wei Heng

Agenda: 1. Presenting our project outline
 2. Problems we faced
 3. What should be changed
 4. What needs to be done for acceptance

	Task/ Description	Person-in-charge	Due Date
1	Prof's summary of what we have done: <ul style="list-style-type: none"> • One page of Facebook code • Create event but cannot view events created • Admin can only login Account is not our work, social media just the Facebook feed, admin can only login and calendar is not done.	ALL	
2	We need to define clearly what is taken from their previous codes and what is done by us	ALL	
3	Things to change: <ul style="list-style-type: none"> • Changing login/logout in our scope to login/logout with social media 	ALL	
4	What needs to be done for acceptance: <ul style="list-style-type: none"> • Admin module <ul style="list-style-type: none"> -all the functions we mentioned in our scope -like: adding an event but it does not allow us to see the events that are added • Account module <ul style="list-style-type: none"> -Complete login for social media • Calendar module • Social media module 	ALL	
5	Supervisor's advice: <ul style="list-style-type: none"> • We are rushing things • We should get into acceptance on a good foot • We should present something nice to Prof Ben and we are not ready for it yet. • We would enter IS480 and play catch up from the start. • Presenting sub-standard work, the bad presentation will stick from the start • We can still try to rush and get accepted. • On top of being not ready, and on top of being not comfortable as a team, he thinks we are behind and should consider deferring. We should reconsider what we want and get back on a good footing. 	ALL	
6	We need to have project management, documents and presentations slides all ready for	ALL	

	acceptance. Our biggest obstacle for the acceptance would be the demo part.		
7	We need to decide who is the main developer, that would be in charge of integrating everything together.	ALL	
8	We are working as a team but we are not comfortable together yet.	ALL	

The meeting was adjourned at 1730 hrs. These minutes will be circulated and adopted if there are no amendments reported in the next 24 hours.

Prepared by,
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Vetted and edited by,
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