

Date: 15/1/2016
Time: 1700 - 1740
Venue: SIS GSR 2-3

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

Agenda: 1. Follow-up from Supervisor Meeting
2. What is to be done next

	Task/ Description	Person-in-charge	Due Date
1	<u>Things to do:</u> <ul style="list-style-type: none">• Collect feedback from Wilson on the web application so far.• Inform Wilson that the soft launch will be a beta version.• Plan a date for the soft launch and make sure that it is done before Mid Terms.• Get Wilson to help us liaise with the server people so that we can get in touch with them about the problems faced with the server.• Validation for the files uploaded on Eco Actions has to be done ASAP.• Consider allowing Admin to "Unsend" a reward if they have made a mistake.• Edit Project Schedule to shuffle modules down and move the least important ones to the back,	ALL	

The meeting was adjourned at 1330 hrs. These minutes will be circulated and adopted if there are no amendments reported in the next 24 hours.

Prepared by,
Tay Guang Wen

Vetted and edited by,
Tay Guang Wen