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| **Date:** | 17/7/2016 |  |
| **Time:** | 1100 |  |
| **Venue:** | SIS GSR 2-6 |  |
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| **Attendees:** | Tan Kun Sheng  Li YingNan  Chia Hui Min  Ong Ming Hao  Wee Chong Wei  Kenneth Wong Xiong Kai |  |
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| **Agenda:** | 1. SSO 2. Updates on project |  |

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|  | Task | Done by | Due Date |
| 1 | Various Administative Stuff. (As-Is diagram, To-BE diagram, workflow, motivation scenarios, architecture, scheduling, priority circle, et cetera) | Michael | 23/7/2016 |
| 2 | Survey Report | Ying Nan | 24/7/2016 |
| 3 | Export Student Front-End Function | Kenneth | 21/7/2016 |
| 4 | Project Filter Function | Kenneth | 19/7/2016 |
| 5 | Audit Trail Logic and Process Handling | Kun Sheng | 23/7/2016 |
| 6 | Student Picture Module | HuiMin | 23/7/2016 |
| 7 | UAT Form (Student) | Kenneth | 23/7/2016 |
| 8 | UAT Form (Admin) | Kenneth |  |
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**Done during meeting:**

1. Tan Kun Sheng go through with us SSO, the whole team now understand how SSO works.
2. The team also knows how to integrate the SSO with the code now.
3. Updates on the project has been given to the PM.
4. Tasks has been allocated for next week
5. Do note that Ong Ming Hao and Tan Kun Sheng would not be available next week due to ICT, and would not be able to do a lot. On the other hand, both would be doing more administrative work that can be done during camp.
6. Pushing and Integration of the IS480.
7. Deployment of Application

The meeting was adjourned at 2.50pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Chia Hui Min