**Meeting Minutes**

Date: 20th Jan 2009

Venue: Kevin’s Office

Time : 1.30pm – 2.00pm

**Members Present**  **Members Absent**

Cheung Hing Man

Khin Muyar Soe

Tin Cho Khine

Jiang Zehua

Kevin Steppe

|  |  |  |
| --- | --- | --- |
| **No.** | **Task** | **Done By** |
| 1. | Update on project progress | Cheung Hing Man  Khin Muyar Soe  Tin Cho Khine  Jiang Zehua |
| 2. | Comments and pointers | Kevin Steppe |
| 3. | Tasks the team promised to deliver next week   * User account management   + CRUD for user account and password   + Log in, log out function   + Staff role assignment * Daily reporting * Revise database |  |
| 4. | Meeting Minutes taken by | Cheung Hing Man |

**Next Meeting**

Date: 27th Jan 2009

Venue: Kevin’s Office

Time: 1pm