Date: 30 October 2017

Time: 2pm

Venue: SMU SIS GSR 2-4

Attendees: Gerald Tan
                   Bertran Queck
                   Yeo Yi Xiang
                   Jamie Chew
                   Toh Yi An

Agenda: 1. Discuss on Deployment and importing database to development
                       environment
                   2. Split the required task among members
                   3. Discuss and update on current progress of previous tasks

Pairs	Task
Jamie	1. Finalize on all required documents for acceptance 2. Ensure that all tasks are on time for acceptance 3. Track the metrics for the project
Gerald	1. Deployment on development environment
Yi Xiang	1. Importing database on development environment
Gerald, Yi Xiang	1. Live Chat UI
Yi An	1. Transfer fund
Bertran	1. UI Implementation for Speech Recording

The meeting was adjourned at 9pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,
Jamie