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| <b>Date:</b>               | <b>1<sup>st</sup> November 2013</b>   |
| <b>Time:</b>               | <b>3:30 PM – 4:30 PM</b>  |
| <b>Venue:</b>              | <b>SOE GSR3-1</b>   |
| <b>Attendees:</b>          | <b>Team:</b> <ul style="list-style-type: none"> <li>• <b>Eng Sen</b></li> <li>• <b>Glen Wong</b></li> <li>• <b>Yousof</b></li> <li>• <b>Wah Chun</b></li> <li>• <b>Shanaaz</b></li> <li>• <b>Fariq Said</b></li> </ul>  |
| <b>Meeting discussion:</b> | <p><b>Project Manager (Yousof) went through the project schedule</b></p> <ul style="list-style-type: none"> <li>• Present to the team the progress of Iteration 2 <ul style="list-style-type: none"> <li>○ Tasks that are completed and not completed</li> </ul> </li> <li>• Upcoming Milestones ahead <ul style="list-style-type: none"> <li>○ <b>Acceptance Presentation: 6<sup>th</sup> November 2012, SIS SR2.1, 4:00 PM – 5:00 PM</b></li> </ul> </li> <li>• Pushed the team to step up their efforts</li> <li>• Explained the consequences of a delay in schedule</li> <li>• Explained the Hard Deadlines during the December Break</li> <li>• Rationale for enforcing Pair Programming for every Iteration</li> </ul> <p><b>Deliverables before Acceptance:</b></p> <ul style="list-style-type: none"> <li>• FYP Wiki</li> <li>• Powerpoint slides for acceptance</li> <li>• Deployment of the codes: <ul style="list-style-type: none"> <li>○ Map-based view for Singapore registration</li> <li>○ Registration for Singaporean students</li> </ul> </li> </ul> |

Prepared by,

Eng Sen