

TEAM ELEMENT
INTERNAL MEETING 10 MINUTES, 30 OCTOBER 2015

Date	30 October 2015
Time	1630
Venue	7 KickStart
Attendees	1) Cassandra Thai Jia Ying 2) Stella Wong Hui Min 3) Nguyen Nhat Minh 4) Matthew Yee
Agenda	1) Change in Database Design 2) Project Planning 3) Update of requirements

After supervisor meeting

By tomorrow's coding session.

Stella: Complete integrating the current application.

Matthew: Continue working on facility searching and booking.

Minh: To test that the completed functionalities are working properly after integrating new functionalities.

Cassandra: Edit the slides and plan the scripts for the presentation. Make sure the list of courses are displaying properly.

Settling of dispute

After meeting our supervisor and having a short discussion about task allocation, the team talked to Matthew about how we felt about his recent behavior of avoiding meetings, giving sloppy answers via whatsapp or avoiding questions altogether.

The meeting was adjourned at 1600. These minutes will be circulated and adopted if there are no amendments reported in the next 3 days.

Prepared by:

Nguyen Nhat Minh

Vetted and Edited by:

Cassandra Thai