

TEAM R&I

Internal Meeting Agenda

Meeting/Project Name:	2018T2 R&I		
Date of Meeting (DD/MM/YYYY):	02/10/2018	Time:	15:30 – 17:30
Meeting Facilitator:	Liting	Location:	LKS PR 4-15

1. Meeting Objective

1. Discuss our plans for upcoming iteration

2. Attendees

Name	Attendance	Remarks
Chow Li Ting	Present	-
Teng Shu Yan Rachel	Present	-
Thevakumaren S/O Morgaya	Present	-
Raghav Gowri Sankar	Present	-
Mok Hao Ze Benjamin	Present	-
T S Kautham	Present	-

4. Agenda and Notes, Decision, Issues

Topic	Owner
<u>Discuss our plans for upcoming iteration</u> <u>Summary of Discussion:</u> <ul style="list-style-type: none">• Discussed difficulties learning the technologies, and our course of action• Discussed our iteration plan and what we should try to aim for before acceptance• Mentioned that we should try to look at the existing code base to understand the system structure.	Liting

5. Action Item

Action	Owner	Due Date
Understand how the existing code base works and existing system structure is being used	Raghav, Kautham	5 th September 2018
Prepare a list of resources for the team's learning of vue.js and JavaScript	Rachel, Benjamin	5 th September 2018
Amend the proposal accordingly to the discussion above	Liting	5 th September 2018
Come up with Paper Prototype for Dual Currency	Theva	8 th September 2018

6. Next Meeting (if applicable)

Date (DD/MM/YYYY):	09/10/2018
Time	1530
Location	LKS PR 4-16
Objective	Go through Proposal