

TEAM MEETING MINUTES

Date	03/10/2015
Time	2200hrs
Venue	RLabs Level 3, Discussion Area Table
Attendees	Eva Tan Guan Hua, Claudia Foong Pui Shuen , Goh Yi Xuan, Karen Lim Wen Yan, Vu Hoang Minh
Agenda	<u>FYP (1)</u> <ol style="list-style-type: none"> Come up with desktop web UI Select 3 graphs to work on (to be done by next observation and subjected to changes) Brief on system architecture Plan meetings for this week Setup development environment <u>IDP (2)</u> <ol style="list-style-type: none"> Schedule more observations this week

No.	Task	Follow Up (Person-In-Charge)	Deadline
1a.	Come up with desktop web UI	Come up with prototype design (Minh, Claudia)	07102015
1b.	Select 3 graphs to work on: <ol style="list-style-type: none"> Delivery fulfilment rate (driver/company) Revenue + cost Order lead time 	-	-
1c.	Brief on system architecture	(Minh)	06102015
1d.	Plan meetings for this week	Refer to trello for daily meetings' info (Team)	-
1e.	Setup development environment	If cannot setup, use cloud ide: <ul style="list-style-type: none"> ➤ Koding.io ➤ Nitrous.io ➤ C9.io (Team) 	07102015
2a.	Schedule more observations for this week	Email shalom movers, meteorite logistics, and other courier companies (Karen)	05102015

Vetted by: Eva



Follow up: To be circulated amongst team