



Team Meeting Minutes

Meeting Information

Date/Time:	14 February 2018, 330PM – 8PM (inclusive of presentation rehearsal)
Venue:	SIS SR 2-3
Agenda:	Rehearse Presentation for 14 Feb 2018
Minutes by:	Cheryl Lee
Vetted by:	Lee Pei Jia

Meeting Attendance

S/N	Team Member	Role	
1	Cheryl Lee Sze Min	Project Manager	Present
2	Ailin Cheau	Backend Developer	Present
3	Grace FOO Huan Ting	Frontend Developer	Present
4	LEE Pei Jia	iOS Developer	Present

Notes

S/N	Topic	Notes & Tasks
1.	Presentation Rehearsal	Rehearsed and tied-up loose ends e.g. Reflections, technical complexity, architecture diagram

To-Do

S/N	Task	Assigned to
1	Improve on slides arrangement and content based on Supervisor's feedback	All