Internal Meeting Minutes 8

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| **Date:** | 27/10/2017 |
| **Time:** | 6.00pm – 9.00pm |
| **Venue:**  | SMU Labs level 1 |
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| **Attendees:** | Gao Hai Long, Liu Jia Meng, Zhang Xiao Yu, Zhang Yu Zhe, Gary Quek Jian Zhang |
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| **Agenda:** | 1. Code sharing
2. Clearing up code and beautify UI
3. Finalize on UAT
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| **S/N** | **Task** | **Assigned to** | **Due Date** |
| 1 | Code sharing | All | 27/10/2017 |
| 2 | Fix code logic and efficiency  | Liu Jia Meng, Zhang Xiao Yu, Zhang Yu Zhe, Gary Quek Jian Zhang | 29/10/2017 |
| 3 | Finalize on UAT | All | 29/10/2017 |

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| **Time** | **Point** | **Action** |
| 6.00pm | Meeting starts  | Discuss agenda for today |
| 6.10pm | Code sharing | All to share code learning and logics. |
| 7.10pm | Clearing on code and beautify UI |  Make code more efficient. Remove unused method and commends. Beautify UI, make more user friendly and eye appealing. |
| 8.00pm | Finalize on UAT | Finalize on UAT test cases and confirm user attendance.  |
| 8.30pm | Meeting ends |  |

The meeting was adjourned at 8.30 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

**Zhang Yu Zhe**

Vetted and edited by,

**Gao Hai Long**