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 | | |
| **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**