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| Venue | SIS Meeting Room 4.5 |
| Time | 1.30pm |
| Agenda | Job allocation |
| Attendees | Celine Yong (Project manager)Kristen Lee (secretary)Chong Ming Ming (Quality Assurance)Yu Yichen (Database Manager)Cheryl Loo (System Developer) |
| Absentees  |  |

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| Discussion Item | Assigned | Due |
| The chairperson called the meeting to order at 1.30pm | - | - |
| * Midterm reflection: Login and HR module (integrated with UI design
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| * Coding
1. Login module (check username, password authentication)
2. Employee module (CRU, search, salary assignment: fixed)
3. Customer module (CRU, search customer) Ming ming
4. Vehicle (CRU, search, vehicle maintenance tracking, diesel tracking) Celine and Yichen
5. Supplier module (CRU, search) Cheryl and kristen
6. Order module (CRU, search, salary assignment: drivers) Celine and Yichen
7. Invoice module (CRU, search invoice): Cheryl, Ming Ming and Kristen
8. Reporting module (split into part 1 and 2) 1:Cheryl, Ming Ming, Kristen: Design.. 2: Celine and Yichen
9. Pass & cert expiry date, file upload (optional)
 | 1 & 2: cheryl and yichen |  |
| Review proposal for midterm reflection (10page)* Project progress summary / status (celine)
	+ Consideration to extend to term 3A
	+ File for I grade
* Project assumption and risk (ming ming and kristen)
	+ Update assumptions and risk for any changes
	+ Missing members
* Project schedule (original vs plan), metrics and updates (celine)
* LOMS: 10%: skill sets (ming ming and Kristen)
	+ Refer to fauzi\*
* Team reflection
	+ Describe what team has learn
	+ Any training and lesson learn
	+ What are the take away so far
	+ May include individual reflection
* Bug metric (Kristen and ming ming)
* Diagrams
	+ Logical diagram (celine and yichen)
	+ Use case (cheryl)
* Project highlight (major issues)
	+ Missing team member
	+ Project manager injured
	+ Stored procedure
	+ Introduce Design, View, Model
 | Ming ming and kristen | 15.02.10 |
| Testing | Ming Ming and Kristen |  |
| CSS and master page design | Celine |  |
| Check with supervisor on how the midterm reflection go about | Celine  |  |
| Poster submission  |  |  |

**There being no further issues, the chairperson adjourned the meeting at 2.30pm.**

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| Next Meeting |
| Scheduled Date/Time |  |
| Agenda |  |