Team Meeting

Meeting Minute Number	12
Date	13/07/2014
Time	13:00 – 15:30
Venue	SOB GSR 3-33, SMU
Attendees	Ken, Kawi, Sithu, Thandar, Pei Qin
Absentees	-
Agenda Topics:	1. Share updates from team members 2. Discuss on updated Project Schedule 3. Set next meeting time

S/N	Action items	Person Responsible	Deadline
1.	Share updates from team members **Thandar** Project Proposal: Modified project description, motivation Project Risks: Removed risks which unlikely to be happened Project Schedule: Detailed will be discussed later Values to the Sponsor regarding with application **Kawi & Sithu** Discussed on estimated task duration for development Updates on functionalities: Update User Account, List Application Update technical diagrams: Use Case Diagram, Database Diagram **Ken** Updates on functionalities: Search, View User Account, List Application **Pei Qin** Discussed on Low-fi Prototype Update Wiki Content Updated Statistics Document and Business Process Diagram		

2.	Set next meeting time **Team Meeting** Date – 03rd August 2014 Time – 1:00 PM – 3:00 PM Venue – SOB, SMU		

Summary of task list

S/N	Task Name	Person Responsible	Deadline
1.	Document out the following documents 1. Development Target before Acceptance Test/Mid-term 2. X-Factor Research on front-end technologies	Thandar	*Task 1:* *15/07/2014* *Task 2:* *18/07/2014*
2.	 Upload more info on Wiki Develop Low-fi Prototype (paper)	Pei Qin	*Task 1:* *30/07/2014* *Task 2:* *03/08/2014*
3.	Update technical diagrams 1. Use Case Diagram 2. Database Diagram	Kawi	*Task 1:* *30/07/2014*
4.			
5.			
6.	Update Storyboard idea	Thandar, Pei Qin	*27/07/2014*

Prepared by:

Thandar Wai Myint

Observers:

Pei Qin, Ken