

TEAM R&I

Internal Meeting Agenda

Meeting/Project Name:	2018T2 R&I		
Date of Meeting (DD/MM/YYYY):	08/01/2019	Time:	10 00 – 12 00
Meeting Facilitator:	Liting	Location:	PR 4.16

1. Meeting Objective

1. Future Meeting Dates
2. Allocation of work
3. Front-end changes
4. Review learning outcomes
5. Go through accounts module
6. Standardize CSS Style

2. Attendees

Name	Attendance	Remarks
Chow Li Ting	Present	-
Teng Shu Yan Rachel	Present	-
Thevakumaren S/O Morgaya	Present	-
Raghav Gowri Sankar	Present	-
Mok Hao Ze Benjamin	Present	-
T S Kautham	Present	-

3. Pre-work/Preparation (Documents/Handout to bring, reading materials, etc)

Description	Prepared By:
Complete DCD and Accounts	Everyone except Liting

4. Agenda and Notes, Decision, Issues

Topic	Owner
Future meeting dates Available timeslot for meeting <ul style="list-style-type: none">- Monday 7pm onwards- Tuesday 10-12pm (if not meeting huixian), 7pm onwards- Wednesday 12 - 330- Thursday 12 - 330, 7pm onwards- Friday 12 onwards	Liting

<u>Allocation of work</u> Ben will complete bill payment module Rachel will be over-seeing both modules	Liting
<u>Front-end changes</u> 1. Interceptor 2. Interest Rate calculation	Rachel
<u>Review learning outcomes</u> Team reviewed learning outcomes	Liting
<u>Go through accounts module</u> Feedback are given regarding the design	Raghav
<u>Standardize CSS Styles</u> Changes has been made	Theva

5. Action Item		
Action	Owner	Due Date
Fill in schedule for dual currency module	Rachel	14 th Jan

6. Next Meeting (if applicable)	
Date (DD/MM/YYYY):	18/01/2019
Time	14 00 – 17 00
Location	SIS GSR 2-3
Objective	Process update on coding and PM