

<b>DATE</b>	7 April 2014
<b>TIME</b>	4.30pm
<b>VENUE</b>	SIS GSR 2-7
<b>ATTENDEE(S)</b>	Chua Pei Shan, Gwendolin Tan, Lim Xin Yi, Shemin Ang, Ng ZhenYuan
<b>ABSENTEE(S)</b>	-

<b>AGENDA</b>	<ol style="list-style-type: none"> <li>1. Project Updates</li> <li>2. User Testing 4 Updates</li> <li>3. Draft Finals Presentation Slides</li> </ol>
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<b>Topics</b>	<b>Details</b>
Project Update	Currently at the Iteration 10 of our project. Transition preparation: <ol style="list-style-type: none"> <li>1. Go and see client's computer specifications</li> <li>2. Go and prepare handover manual</li> </ol> Update team members of deadlines respectively.
User Testing 4 Updates	Changes Completed.
Draft Finals Presentation Slides	Continue to work on Final Slides based on the following: <ol style="list-style-type: none"> <li>1. Xin Yi – Introduction (Problem, Solution for Problem, Scope)</li> <li>2. ZhenYuan – Demonstration (Introduction to all the terminology, and demonstration for the application)</li> <li>3. Shemin – (Diagrams and Technical Complexity)</li> <li>4. Gwen – User Testing</li> <li>5. Pei Shan – Project Management</li> </ol> Note: Everyone needs to think of their learning outcomes.  Put draft slides into Dropbox by 10 April 2014.

<b>S/N</b>	<b>Task</b>	<b>Member Responsible</b>	<b>Due Date</b>

The meeting ended at 5.40pm. These minutes will be circulated and adopted if there are no amendments reported on the next three days.

Prepared by,  
Xin Yi

Vetted and edited by,  
Pei Shan