

TEAM R&I

Internal Meeting Agenda

Meeting/Project Name:	2018T2 R&I		
Date of Meeting (DD/MM/YYYY):	09/10/2018	Time:	15:30 – 17:30
Meeting Facilitator:	Liting	Location:	LKS PR 4-16

1. Meeting Objective

1. Go Through Proposal

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. Agenda and Notes, Decision, Issues

Topic	Owner
<u>Go through Proposal</u> Summary of Discussion: <ul style="list-style-type: none">• Amended our timeline according to the feedback given by the group• Finalised the category of Project scope (such that what will go under primary function and secondary)• Checked group's competency in Javascript and Vue.js<ul style="list-style-type: none">○ Some members required more time to learn Vue.js• Added in new risks<ul style="list-style-type: none">○ Team members may not be able to get familiarize with vue.js in the short period of time.	Liting

4. Action Item

Action	Owner	Due Date
Learn Vue.js	Rachel, Theva	16 th September 2018
Amend the proposal accordingly to the discussion above	Liting	16 th September 2018
Get started with Tibco (Start Project)	Benjamin, Kautham, Raghav	Not applicable

5. Next Meeting (if applicable)

Date (DD/MM/YYYY):	16/10/2018
Time	1530
Location	LKS PR 4-16
Objective	Weekly Progress Update