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| Venue | SIS Level 4 Meeting Room |
| Time | 7.99-8.15pm |
| Agenda | HR modulesTeam progress Midterm reflection (to-do list)Extension of FYI |
| Attendees | Kristen Lee (Secretary)Cheryl Loo (System Developer)Yu Yichen (Database Manager)Celine Yong (Project manager) |
| Absentees  | Chong Ming Ming (Quality Assurance) |

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| Discussion Item | Assigned | Due |
| The chairperson, Celine, called the meeting to order at 7.00pm |  |  |
| Extension of FYP* Team’s rational
* Project scope was for 6mth team tried to do it within semester
* Team is still learning -> slow progress
* Team is unable to deliver full scope due to time constrain
* Team hope to fulfil client’s requirement
* Team need to consult Ben
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| Midterm reflection (19th feb)* No presentation
* Soft copy to prof
* Team may upload reflection on wiki
* 17th feb show to prof
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| HR module* Use ajax for date selection, designation,
	+ Ajax control tool kit
		- Export to .net
	+ Ajax on .net
 | Yichen and Cheryl |  |
| UI Design* Use a fixed height and width to avoid scrolling
* Set on page to allow no scroll bar
 | Celine |  |
| Project schedule* Showed prof updated schedule
* Supervisor meeting on week 7 (5.30pm)- 8 (4pm) to be on Wednesday
* Subsequent meetings are on Mondays 7-8.15pm
 | Celine  |  |

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| Next Meeting |
| Scheduled Date/Time | 17th Feb 2010 (Wednesday) |
| Agenda | Mid reflection  |