|  |  |
| --- | --- |
| Venue | SIS Level 4 Meeting Room |
| Time | 7.99-8.15pm |
| Agenda | HR modules  Team 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) |

|  |  |  |
| --- | --- | --- |
| 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 |  |  |
| Midterm reflection (19th feb)   * No presentation * Soft copy to prof * Team may upload reflection on wiki * 17th feb show to prof |  |  |
| 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 |  |

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