

**Team éXi**

Meeting Minutes

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| Subject | Team Meeting Minutes 12 |
| Date | 4 August 2018 |
| Time | 15:00 – 17:30 |
| Venue | SOE GSR 2.7 |

Attendees

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| --- | --- |
| Name | Attendance |
| Moh Moh San | Present |
| Riana | Present |
| Tang Hui Xin | Present |
| Thet Thet Yee | Present |
| Loo Wei Hua Shawn | Present |
| Zang Yu | Present |

Meeting Agenda

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| Agenda |
| 1. Project Planning

Summary of Discussion* Recap of the objectives to be met during this meeting
* Clarification of doubts regarding the iteration objectives
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| 1. Logic Flow for Coding

Summary of Discussion* The team revisited the functionalities to be implemented during this iteration and clarified our understanding regarding them
* Came up with the logic flow for the functionalities
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| 1. Acceptance Planning

Summary of Discussion* The team discussed on Acceptance requirements through information garnered from the IS480 website and Wiki page
* Prepared for questions regarding Acceptance to ask our supervisor during the Supervisor Meeting
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Action Items

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| Action | Member Responsible | Due Date |
| Test Cases | ShawnRiana | 10 August 2018 |
| Acceptance Slides | Tang Hui Xin | 13 August 2018 |
| Wiki Update for Acceptance | Tang Hui Xin | 15 August 2018 |
| Login Authentication | Shawn | 6 August 2018 |
| Subject Management | Tang Hui Xin | 6 August 2018 |
| Schedule Management | Riana | 7 August 2018 |
| Student Mass Uploading | Shawn | 15 August 2018 |
| Admin Management | Shawn | 13 August 2018 |
| Branch Management | Shawn | 13 August 2018 |
| Class Registration | Thet Thet Yee | 10 August 2018 |
| Grades Management | Thet Thet Yee | 10 August 2018 |
| Email sending for creation of user accounts | Zang Yu | 10 August 2018 |
| UI Integration | Moh Moh San | 16 August 2018 |

The meeting was adjourned at 5:30 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared By,

Riana

Vetted and Edited By,

Zang Yu