

# CODEZILLA MEETING MINUTES

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| Details of Meeting | | | | | | |
| Meeting Title | | | | Iteration 8 – InternalMeeting1 – Discussion for Sprint 8 | | |
| Date (DD/MM/YYYY) | | | | 24/07/2017 | **Time** | 7:30PM – 10:00PM |
| Location | | | | SMU SOL GSR B1-12 | | |
| Minutes Prepared By | | | | Zul Yang | **Minutes Vetted By** | Edward Foo |
| Attendees | | | | Zul Yang  Edward Foo  Koh Xiao Wei  Amanda Lim  Jolene Teo  Nigel Goh | **Absentees** | - |
| Meeting Objective | | | | | | |
| Discussion and updates for the sprint ahead (Sprint 8) | | | | | | |
| Meeting Agenda | | | | | | |
| 1. Discussion for the sprint | | | | | | |
| Meeting Notes, Discussion | | | | | | |
| S/N | **Topic** | | | **Details** | | **To Note** |
| 1 | Discussion for the sprint | | | The following are just several decisions and clarifications made for Project Module 1, in addition to those already decided upon:   * There will not be a progress bar with milestones and events, as they will instead be plotted onto the calendar * In Project Module 1 we will not focus on the document management system that will be done in PM2 * In Project Module 1 we will not focus on the Rocket Char that will be done in PM2 * We will have a Kanban board as our one of our project management functions * The focus will lie on: * If the project is active or inactive, and if inactive what is needed for it to become active * Stakeholders of the project will have the function to add or remove people from the project * Calendar function | |  |
| Actionable Items | | | | | | |
| S/N | | **To Be Done** | | | **Team Member(s)** | **Due Date (DD/MM/YYYY)** |
| 1 | | - | | | - | - |
| Next Meeting (If Applicable/Discussed) | | | | | | |
| Date (DD/MM/YYYY) | | | 6 September 2017 | | **Time** | 7:00PM – 11:00PM |
| Location | | | SMU School of Law ( Room TBC) | | **Objective** | TBC |
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