

#  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 YangEdward FooKoh Xiao WeiAmanda LimJolene TeoNigel Goh | **Absentees** |  - |
| Meeting Objective |
| Discussion and updates for the sprint ahead (Sprint 8) |
| Meeting Agenda |
| 1. Discussion for the sprint
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| 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

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| 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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