

TEAM R&I

Supervisor Meeting Agenda

Meeting/Project Name:	2018T2 R&I		
Date of Meeting (DD/MM/YYYY):	01/03/2019	Time:	1800 – 1900
Meeting Facilitator:	Liting	Location:	SIS Office 4048

1. Meeting Objective

1. Mid-Term Scope
2. Metrics (Hour)

2. Attendees

Name	Attendance	Remarks
Chow Li Ting	Present	-
Teng Shu Yan Rachel	Present	-
Thevakumaren S/O Morgaya	Absent	Client Meeting
Raghav Gowri Sankar	Absent	Client Meeting
Mok Hao Ze Benjamin	Absent	Client Meeting
T S Kautham	Absent	Client Meeting

3. Pre-work/Preparation (Documents/Handout to bring, reading materials, etc)

Description	Prepared By:
-	-

4. Agenda and Notes, Decision, Issues

Topic	Owner
Mid Term Scope <ul style="list-style-type: none">- Accounts Statement, Loan Module, Marketing Promotion Module- Have a final UAT	Liting
Metrics (Hour) <ul style="list-style-type: none">- Hours- Google form to put in the hours every day – every week PM consolidate and go through	Liting
Risk Assessment <ul style="list-style-type: none">- Risk of API not working – what's the mitigation plan- Recreate 3rd party API- Response error if the API fails and what not	Liting

5. Action Item		
Action	Owner	Due Date
Book Slot for midterms	Liting	3 rd March
Create google sheet to put hours of coding	Liting	8 th March
Update Risk Assessment	Liting	8 th March

6. Next Meeting (if applicable)	
Date (DD/MM/YYYY):	12/03/2018
Time	1000 – 1100
Location	SIS Office 4048
Objective	Updates on project