

TEAM R&I

Internal Meeting Agenda

Meeting/Project Name:	2018T2 R&I		
Date of Meeting (DD/MM/YYYY):	26/02/2019	Time:	1530 -1630
Meeting Facilitator:	Rachel	Location:	LKS PR 4-16

1. Meeting Objective

1. Weekly Update
2. Debugging from Acceptance
3. General

2. Attendees

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

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

Description	Prepared By:
-	-

4. Agenda and Notes, Decision, Issues

Topic	Owner
Weekly Update <ul style="list-style-type: none">- <u>Loan Module Part 1</u> API done, waiting to consult client- <u>Accounts Statement Module (tentatively set deadline on 12 March)</u> Need ask client wrt current services Has own way but long winded- <u>Project Management</u> Need update Wiki Implement Hourly Metric- <u>Stock Management Tibco</u> Need consult client with the requirement	Liting
Debugging from Acceptance <ul style="list-style-type: none">- Refer to bug metric (iteration 11)	Liting

General - 20mins buffer is removed	Liting
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5. Action Item		
Action	Owner	Due Date
Edit for standing instruction	Rachel & Raghav	5 th March 2019
Debugging (Fund Transfer & Accounts)	Theva	6 th March 2019
Debugging (Bill Payment)	Ben	9 th March 2019
Getting accounts for linechart	Theva & Rachel	9 th March 2019
Project Management	Liting	9 th March 2019
Accounts Statement Module	Raghav	12 th March 2019

6. Next Meeting (if applicable)	
Date (DD/MM/YYYY):	08/03/2019
Time	1530-1700
Location	SIS GSR 2.3
Objective	Progress Update