

DATE	13 November 2013
TIME	4pm
VENUE	SIS GSR 3-2
ATTENDEE(S)	Chua Pei Shan, Gwendolin Tan, Ng ZhenYuan, Lim Xin Yi, Shemin Ang Supervisor – Mr. Alan Megargel
ABSENTEE(S)	-

AGENDA	1. Acceptance Feedback 3. AOB
---------------	----------------------------------

Topics	Details
Acceptance Feedback	<ol style="list-style-type: none"> 1. Slide is important, show him slides before mid-term presentation 2. Discuss with Client to add on for functionality. 3. Include in project plan for additional (tertiary) functionality, if not enough time, we can drop. 4. Consolidation and Deconsolidation is the complexity.
AOB	<ol style="list-style-type: none"> 1. Review what they asked: What are the challenges involved 2. Start a Change Log to track if there is an increase of scope. 3. Add in scope (increase in requirement), impacts schedule, and shows positive on us as we are able to understand the impact. Show that we are able to handle change. <p>**Prof Alan will be on free on Wednesday and Friday next Semester.</p>

S/N	Task	Member Responsible	Due Date

The meeting ended at 4.45pm. These minutes will be circulated and adopted if there are no amendments reported on the next three days.

Prepared by,
Xin Yi

Vetted and edited by,
Pei Shan