



## INTERNAL MEETING MINUTES

|   |                          |
|---|--------------------------|
| <b>Iteration No.</b>                        | 10                       |
| <b>Meeting No.</b>                          | 1                        |
| <b>Date of Meeting:</b><br>(Day Month Year) | 07 April 2014            |
| <b>Time:</b><br>(hh:mm to hh:mm)            | 12:00 to 13:00           |
| <b>Venue:</b>                               | Library Project Room 2.2 |
| <b>Meeting Chairperson</b>                  | Tan Rui Jia Noelle       |

**1. Meeting Agenda**

(a) Final Outlook

**2. Attendance****Name [Absent/Present]**

Bie Ya Qing [Present]

Low Wen Guang [Present]

Sebastian Kiran Joy [Present]

Tan Guo Hao [Present]

Tan Rui Jia Noelle [Present]

Victor Lee Hong Zhi [Present]

**3. Discussed Content****Topic**

(a) Final Outlook

- a. Complete debugging UT 3 bugs
- b. Confirm test cases have all passed



- c. Final lap
  - i. Prepare final presentation slides.
  - ii. Edit all deliverables that require changes
  - iii. Push changes up to wiki

| 4. Next Meeting                             |                |
|---|----------------|
| <b>Date of Meeting:</b><br>(Day Month Year) | 10 April 2014  |
| <b>Time:</b><br>(hh:mm to hh:mm)            | 12:00 to 14:00 |
| <b>Venue:</b>                               | SIS GSR 2.7    |

| 5. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) |             |          |
|---|-------------|----------|
| Description   | Prepared by | Due Date |
|   |             |          |
|   |             |          |

**Minutes Prepared By** Tan Guo Hao, Victor Lee Hong Zhi  
**Date** 07 April 2014

**Vetted and Edited By** Tan Rui Jia Noelle  
**Date** 07 April 2014