Team Meeting Minutes

Meeting Information

Date/Time:	2 April 2018, 330PM – 5PM (inclusive of presentation rehearsal)
Venue:	Level 5 SIS
Agenda:	Pre-planning for finals
Minutes by:	Grace Foo
Vetted by:	Lee Pei Jia

Meeting Attendance

S/N	Team Member	Role	
1	Ailin Cheau	Backend Developer	Present
2	Grace FOO Huan Ting	Frontend Developer	Present
3	LEE Pei Jia	iOS Developer	Present
4	Cheryl Lee Sze Min	PM	Absent

Notes

S/N	Topic	Notes & Tasks
1.	Discussion for final presentation	Preparation for rehearsal with Rafael this Friday Things changed from midterms: App 1. User Interface for Quiz 2. Ticks when user click into each learning material 3. Logout button 4. Offline function 5. Collapse button -> feedback from UAT Web 1. Encryption 2. Quiz Analytics 3. Display reflection image 4. GPS Location

To-Do

S/N	Task	Assigned to
1	To prepare parts for finals: Technical complexity, Learning Reflections, Handover document	Grace, Pei Jia and Ailin
2	Slides	Cheryl