

Date:	28/04/2017 (Friday)
Time:	6.30pm - 8pm
Venue:	SIS GSR 3-1
Attendees:	Al Rafid Bin Abdul Aziz Eugene Tan Wei Hong Low Wen Jun (Belynda) Mario Yeremia Ngawing Tan Ming Kwang Gwee Wei Ling
Agenda:	<ul style="list-style-type: none"> - Discuss what software to use for the project - Come up questions to ask Edy and what we need from him - Discuss what to update Edy on

	To-Do	Assignment	Due Date
1	Meet up AMKH's team to clarify on the softwares (and versions) to use.	Rafid, Mario, Wei Ling, Belynda	3rd May 2017
2	Remind AMKH to send us the required information.	Rafid, Mario, Wei Ling, Belynda	3rd May 2017
3	Drawing of Database	Mario	2nd May 2017
4	Obtain proper functional specs from Edy	Rafid, Mario, Wei Ling, Belynda	3rd May 2017
5	Explore sharepoint (download and try with student license) https://violet.smu.edu.sg/dsp	Everyone	2nd May 2017

	Things Discussed	Conclusion
1	Software to use for the project	We have discussed to use Visual Studio + Sharepoint. However, we have yet consider which version to use. This we will need to ask AMKH team.
2	Come up with questions to ask Edy and what we need from him	<ul style="list-style-type: none"> - Ask for a complete functionality list of the project after rescope - Ask which version of visual studio + sharepoint to use? - Ask for corp comms email again - Ask which database postgre/microsoft sql? - Remind Edy on the stuff we require: AD,

		proper workflow, database fields, organisation hierarchy - Ask Edy on UI - Sharepoint Online vs Sharepoint Locally Hosted
3	Discuss what to update Edy	- Show him our database schema

The meeting was adjourned at 8pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,
Everyone

Vetted and edited by,
Low Wen Jun