

# PROJECT MEETING MINUTES

**DATE:** Wednesday, September 20, 2017  
**TIME:** 11:00 am  
**LOCATION:** SIM HQ BLK A

**MEETING / PROJECT NAME:** Meeting 8  
**MINUTES PREPARED BY:** Durrah Afshan

## 1. MEETING OBJECTIVE

Continue working on Website and designing app.

## 2. ATTENDEES PRESENT

NAME	Student ID	EMAIL	PHONE
Abhi Jay Krishnan	5025448	abhijay.krishnan@gmail.com	81638021
Durrah Afshan	5025916	durrahafshan@gmail.com	91759105
Rivaldo Erawan	5026374	rivaldo.erawan97@gmail.com	96565187
Kim Hyeoncheol	5026052	effectmix@gmail.com	88087415

## 3. ACTION ITEMS

ACTION	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY
App design: <ul style="list-style-type: none"><li>- Sign up screen</li><li>- Forgot password screen</li><li>- Side menu screen</li></ul> Update on website and project diary	Team	21 <sup>st</sup> Sept 2017

## 4. NEXT MEETING (if applicable)

DATE	TBA	TIME	TBA	LOCATION	TBA
OBJECTIVE	User manual is to be made once the app is completed.				

**SUBMITTED BY:** Abhi Jay Krishnan

**APPROVED BY:** Durrah Afshan  
Rivaldo Erawan  
Kim Hyeoncheol