

AGENDA OF MEETING

Meeting Title	Java Desktop Application Tutorial and Proposal Write-up
Date	10-05-2012
Start Time	1830
End Time	2300
Called By	Suriyanti
Venue	SOE GSR 4-9
Attendees	Suriyanti, Yosin, Minh
Objective	Start Initial System Design

PREPARATION FOR MEETING:

Please Read:	Please Bring:
	- Laptop

ACTION ITEMS FROM PREVIOUS MEETING:

No	Action Item	PIC	Comment	Due Date	Status
1	Finalise Bumblebee Logo	Minh	Left with yosin		
2	PM Job while Suriyanti is away	Suriyanti	Glorya		
3	Wiki update: Updates, Project Documentation, Job Desc, Bug Metric structure (quality management) , LOMS.	Suriyanti	Ongoing		
4	Wiki update: About Us, X-Factor, Team Motivation, Project Management, Time Management, Risk Management.	Glorya	Ongoing		

AGENDA TOPIC:

No	Agenda Topic	PIC	Due Date
1	Finalise job description	Suriyanti	12-05-2012
2	Finalise timeline (with correct iterations)	Suriyanti	11-05-2012
3			

MINUTES OF MEETING

Meeting Title	Java Desktop Application Tutorial and Proposal Write-up
Date	10-05-2012
Start Time	1830
End Time	2140
Venue	SOE GSR 4-9
Invitee List	Minh, Suriyanti, Yosin
In Attendance	Minh, Suriyanti, Yosin
Absent	N/A

DECISIONS:

No	Subject	Decision
1	Meeting time	Tue, Thurs (7.30pm) & Saturdays (10am). Every 15 th & 30 th will have client meeting (7.30 pm) at T1 SATS Office & SMU respectively.
2	Finalize timeline	Discussed on the correct iterations by milestones and uploaded timeline v2 in dropbox.
3	Finalised logo	Used in wiki page.
4	GUI	Came out with design

ACTION ITEMS:

No	Action Item	PIC	Comment	Due Date	Status
1	GUI model	Yosin		12-05-2012	
2	Finalise timeline	Suri		12-05-2012	
3					

CARRY-OVER ITEMS FOR NEXT MEETING:

No	Subject	Description
1	Simulation Logic & System Design	Should simulation logic comes together with system design.
2		
3		

NOTES:

Prepared by,

Suriyanti

Vetted and edited by,

Yosin