

DATE	20 September 2013
TIME	3.30pm
VENUE	SIS GSR 3-5
ATTENDEE(S)	Chua Pei Shan, Gwendolin Tan, Ng ZhenYuan, Lim Xin Yi, Shemin Ang
ABSENTEE(S)	-

AGENDA	<ol style="list-style-type: none"> 1. Project Proposal 2. Work Breakdown Structure 3. MS Project (Critical Path) 4. Communication Plan 5. Creating Subversion 6. Metrics 7. Plan bi-weekly meeting with Client 8. Plan bi-weekly meeting with Supervisor 9. Technical Aspects for the Project 10. AOB
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Topics	Details
Project Proposal	Project Objective <ul style="list-style-type: none"> • Specific-Measurable-Achievable-Realistic-Time bound Deliverables Milestones Technical Requirements <ul style="list-style-type: none"> • Lead Developer should look into different IT research that we should do Limits and Exclusions Reviews with Customers Scope <ol style="list-style-type: none"> 1. Map View <ul style="list-style-type: none"> • Pinpoint Location using different icons/colours (Input Mechanisms) <ul style="list-style-type: none"> ○ Locations (Suppliers, Manufacturers, DCs, Customers) • Link routes that are selected by the manager <ul style="list-style-type: none"> ○ Be able to link a certain number of routes together ○ Between 2 points, the shortest route must be shown. The route can be changed to what is usually travelled by the trucks. It should also check if the shortest route can be accessed /used by them. ○ Questions to ask Kar Way: How is the routing done? (Shortest distance from place to place or shortest distance from Suppliers to Manufacturers.) • Lane inputs: frequency, weight, volume, mode of transport (land, air, sea...)

	<p>2. Calculations/ Computation and Algorithm</p> <ul style="list-style-type: none"> • Distance should be calculated when the user inputs from the map. • Cost should consider the type of vehicles used and the other inputs. Consider the speed of the vehicle (Google API has some module to calculate the time taken of the vehicle) • Questions: What data will they provide us with? • Questions: What they want us to do with it? Represent by graph or any other form of chart? <p>3. What-if analysis</p> <ul style="list-style-type: none"> • Comparing between routes/analysis <p>Good to have: User Guide (Prompt the managers where to input)</p> <p>⇒ Expansion of scope</p> <ul style="list-style-type: none"> • How to fill in the whole form/use the application. <ul style="list-style-type: none"> ▪ Additional instructions can be written in the side
Work Breakdown Structure	<p>Project Deliverable Sub-deliverable Lowest Sub-deliverable Work Package</p>
MS Project	Project Plan
Communication Plan	<p>a. WhatsApp b. Email c. Face to Face Meeting</p>
Subversion	Create Subversion
Metrics	<ul style="list-style-type: none"> - Effort Metrics (Man hours) Overview of each iteration. - Programming Metrics - Risk Metrics (Risk Severity Metrics) - Contingency Plan - Schedule Metrics - Responsibility Metrics - SR Metrics - Bug Metrics - Change Control Metrics (discuss our limits to the changes that will be made during the project)
Plan bi-weekly meeting with Client	Bi-weekly Monday (3.45pm)
8. Plan bi-weekly meeting	Bi-weekly Wednesday (3.30pm)

with Supervisor	
Technical Aspects	<ul style="list-style-type: none"> • Subversion • Database (Mongol DB) • Eclipse <ul style="list-style-type: none"> ○ (Javascript, JQuery, Ajax) ○ HTML5 ○ CSS3 ○ Twitter Bootstrap ○ JSP ○ Java • D3 • Google Map API • Framework: MVC • Agile Development • Hiroku (Server)
AOB	<ul style="list-style-type: none"> • Agile Development (Gwen) • Consult Professor Alan on which development is better for us • SVN Commit Logs (Standardization)

S/N	Task	Member Responsible	Due Date
1	Create SVN	Shemin	20.9.2013 (Completed)
2	Ask KarWay/Alan about stakeholders	Pei Shan	25.9.2013 (Completed)
3	Setup SVN after Shemin has created SVN	Everyone	21.9.2013
4	Email Supervisor to meet on Wednesday (25.9.2013)	Pei Shan	22.9.2013 (Completed)
5	Email Client to meet on Friday (27.9.2013)	Pei Shan	22.9.2013 (Completed)
6	Research for best language to use Google maps	Everyone	24.9.2013 (Completed)

The meeting ended at 7.20pm. These minutes will be circulated and adopted if there are no amendments reported on the next three days.

Prepared by,
Xin Yi

Vetted and edited by,
Pei Shan