Date:	17th Jan 2014
Time:	4:00 PM – 4:45 PM
Venue:	Prof Ben's Office
Attendees:	**Team:** • **Eng Sen** • **Yousof** • **Shanaaz** • **Glen** • **Fariq (Absent -)** • **Wah Chun** **Supervisor: Prof Ben**

Meeting discussion:	**Agenda:**
	
	- **Scope Change**
	- **Midterm Expectations**
	- **Deployment**
	- **RP talk**
	- **Tournament dates**
	- **Demo:**
	    • **Tournament**
	    • **MB Coaching**
	    • **Purpose Driven**
	
	Must include action items for meeting minutes
	
	During the discussion with Client and RP directors, it was evident that RP was really interested in Mastery Coaching, for example prof teaching them. When you run the code, there will be live encouragement
	
	15th March Secondary School Tournament – tentative with IDA
	
	MBC estimated completion date – End of Jan
	
	Issue with typing of commands, need to deploy it live and running. Spoke to client. Backend client complicated, client will accept pull request and deploy it repeatedly.
	
	Prof Ben suggests MBC to be like "you finished 2 lessons last week!", "Now you have completed your third lesson! That's an improvement!"
	
	Prof Ben wants to see more done for MBC

	Prof Ben is worried of the team's constant shifts in scope. Highlighted the importance of change management. Recommended PM to assess the resources and make client part of decision making to see what can be delivered and what cannot be delivered.
	PM pointed out that we are behind schedule.
	Prof Ben noted that we might need to reanalyze available resources. He also pointed out that we might be running in parallel and not implementing the iterative approach.
	PM ascertains that MBC and PDC will be accelerated
	Prof Ben emphasized the importance of coming up with a table detailing the audio files for mastery based coaching. He also cautions on the possibility of changes and informs PM to prepare for change management
	PM voiced out that Client wants us to reorganize the data structure as well
	Prof Ben sets a deadline - 7th Feb will have complete tournament done
	Prof Ben also recommended the team to move Easy Web Development out of the away, and to get Fariq to focus on assisting with tournament. He also reminded me that we will need to explain what we did prior to mid-term presentation

	Action Items
	
	• Clarify with client and firm down the list of requirements
	    o Need more detail for MBC what exactly needs to be done (eg. Who will be shown, what will happen)
	    o A table that lists down what we are going to do and include the clips and exact text. Confirm exact specifications. Ask client to validate
	• Update Wiki on MBC
	• Vary image and text for MBC
	• Update team progress on Wiki
	• UAT 1 By 15 Feb – MBC purpose driven and tournament done
	• Yousof Shanaaz- MBC Purpose Driven
	• Glen and Eng sen - Tournament
	• Wah Chun and Fariq – PInker and Web development games

	• MBC and PDC demonstration to Prof Ben next week • PDC to be deployed on live singpath site and get confirmed by next week MBC at least to development staging site • Eng Sen will explain difference between old data structure and new data structure next week • Tips for User Tests - List 3 things like and 3 things dislike, more qualitative, do some quantitative, be relative. Ask for 5 functions then can compare, else each one own yardstick. Explore time based testing. Look for other dimensions for things to ask. Wah Chun will go through initial test plan. • UAT is for the tournament

Prepared by,

Wahchun