



## SUPERVISOR MEETING MINUTES

<b>Iteration No.</b>	7
<b>Meeting No.</b>	1
<b>Date of Meeting:</b> (Day Month Year)	07 February 2014
<b>Time:</b> (hh:mm to hh:mm)	16:00 to 16:30
<b>Venue:</b>	SIS GSR 2.6
<b>Meeting Chairperson</b>	Tan Rui Jia Noelle

**1. Meeting Agenda**

- (a) Progress Update
- (b) Testing
- (c) Demo
- (d) AOB

**2. Attendance****Name [Absent/Present]**

Bie Ya Qing [Present]

Low Wen Guang [Present]

Sebastian Kiran Joy [Present]

Tan Guo Hao [Present]

Tan Rui Jia Noelle [Present]

Victor Lee Hong Zhi [Present]

**3. Discussed Content****Topic**

- (a) Progress Update

- a. Overall Critical Path
  - i. Visual Representation is good to go
  - ii. "Planned" change to "Original Planned"
  - iii. "Actual" change to "Current Planned"
  - iv. If Iteration not complete, don't need to show it on the graph
  - v. Planned total hours should never be changed. Only current totals should be changed else will always be 100%
- b. Metrics
  - i. Schedule Metrics: Keep the deviation chart. Scrap efficiency
  - ii. Man Hours: Scrap deviation, use efficiency

(b) Testing

- a. Heuristics
  - i. Before & After comparison
    - 1. Add pointers and comments to illustrate the improvements made
- b. UT
  - i. Have a slide on the profile of the testers
  - ii. Do a Load Test and show results (Before & After implementation of Load Balancing)
  - iii. Show that we learnt something from testing and have been making improvements
    - 1. Problem, measurement, improvement, measurement

(c) Demo

- a. Web App
  - i. Amend the login button to an appropriate position
- b. Mobile App
  - i. Indicate Dates of events on the overview page
  - ii. To consider: Displaying if the participant has RSVP/attended the event

(d) AOB

- a. For midterms, need to identify a complexity point and have wiki diagrams



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- b. Update on Mentor's additional resources
  - i. Good-will, Donation – matching and investment
- c. Deployment KPI
  - i. Application should be made public for downloads
  - ii. Mobile App especially because it is meant for participants.
  - iii. Need to test on a real event before finals

#### 4. Next Meeting

<b>Date of Meeting:</b> (Day Month Year)	18 February 2014
<b>Time:</b> (hh:mm to hh:mm)	19:00 to 19:30
<b>Venue:</b>	SOB GSR 2.18

#### 5. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)

Description	Prepared by	Due Date
Prepare Diagrams for midterms wiki	Low Wen Guang, Tan Guo Hao	15 February 2014

**Minutes Prepared By** Low Wen Guang, Victor Lee Hong Zhi

**Date** 07 February 2014

**Vetted and Edited By** Tan Rui Jia Noelle

**Date** 07 February 2014