



SUPERVISOR MEETING MINUTES

Iteration No.	7
Meeting No.	2
Date of Meeting: (Day Month Year)	18 February 2014
Time: (hh:mm to hh:mm)	19:00 to 20:00
Venue:	SOB GSR 2.8
Meeting Chairperson	Victor Lee Hong Zhi

1. Meeting Agenda

(a) Midterms Preparation

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 [Absent]

Victor Lee Hong Zhi [Present]



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3. Discussed Content

Topic

(a) Midterms Preparation

- a. Always go in assuming the reviewers know nothing
- b. Prof's Personal picture is fine
- c. Priority Circle: Possible to rescope but need to justify.
 - i. Freeze screen for planned and actual
 - ii. Change planned and actual to Original and Current
 - iii. If there are dependencies, need to shift into the same priority circle segment
- d. Front slides too long, should dive into demo ASAP
- e. Map functionalities between competitors and our application
- f. Demonstration should start after functionalities display
- g. Shift external validation and focus group to after demonstration
- h. Survey and research after demonstration
- i. Project Challengers move up
- j. Technical Complexity: Show code
 - i. Prove why our analytics is different from other projects and show why it is complex
 - ii. Reviewers will tend to hit on these points, asking how exactly is it complex etc.
 1. Illustrate clearly, show code, pictures and explain clearly.
 - iii. Customisable lucky draw for participants and successful/failed connections
 1. Some algorithms needed to be figured out and made unique, differentiating from others, need to go through a certain thought process.
 - iv. External API bug solved is under Risk Management > Learning curve for technical issue. Prove the valid story.
- k. Show risk mitigation and show we moved around it and managed to solve problems
- l. Schedule overview should include functions (use acceptance, minus top details + represent iterations in parallel)
- m. Link Iteration 4 spike to risk management and have a mitigation strategy (i.e. run iterations in parallel)
- n. Schedule Overview: Manhours put in a separate slide
 - i. Put inside the slide with the features under the chevrons
 - ii. Show features completed by Iteration
- o. Schedule Metrics: Iteration axis put at the bottom
 - i. Explain delays were due to resources and infrastructure and censorship issues
- p. Bug Metrics: Super impose on the iterations. Show bug count at the end of the



4. Next Meeting	
Date of Meeting: (Day Month Year)	24 February 2014
Time: (hh:mm to hh:mm)	11:00 to 11:30
Venue:	SIS SR 2.3

5. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)		
Description	Prepared by	Due Date

Minutes Prepared By Low Wen Guang, Tan Guo Hao

Date 18 February 2014

Vetted and Edited By Victor Lee Hong Zhi

Date 18 February 2014