

# Team Meeting

<b>Meeting Minute Number</b>	18
<b>Date</b>	29/09/2014
<b>Time</b>	19:30 – 20:30
<b>Venue</b>	SOA benches, SMU
<b>Attendees</b>	Kawi, Sithu, Thandar, Pei Qin, Ken
<b>Absentees</b>	
<b>Agenda Topics:</b>	<ol style="list-style-type: none"> <li>1. Debrief on Iteration 5</li> <li>2. Briefing on Iteration 6</li> <li>3. Set next meeting time</li> </ol>

S/N	Action items	Person Responsible	Deadline
1.	<p><u>Debrief on Iteration 5</u></p> <p>Actual Duration: 12 days            Planned: 11 days            Functionalities: completed all functions from Iter 5            Left with UI improvements and minor UX bugs</p> <p><b>User Testing #2</b>            Duration: Dragged until 30<sup>th</sup> September            Analysis: Delayed in analysis</p> <ul style="list-style-type: none"> <li>Analyze on open-ended questions and answers</li> <li>Display in graphical illustrations for analysis</li> <li>Display numbers clearly (e.g. how many people)</li> <li>Calculation should be more accurate</li> <li>Include negative feedbacks and suggestions</li> <li>Highlight on the most important or distinct or contradict to the claims</li> </ul> <p><b>Mid-term Preparation</b>            Sign up for 3 presentations</p> <ul style="list-style-type: none"> <li>• Pentamatrix</li> </ul>		

	<ul style="list-style-type: none"> <li>• Benevole</li> <li>• HappyFeet</li> </ul> <p><b><u>System</u></b></p> <ul style="list-style-type: none"> <li>• Complete all core &amp; secondary functions</li> <li>• Focus on the main features of the system</li> <li>• Deploy latest app (<b>bug-free</b>)</li> </ul> <p><b><u>Presentation Slide</u></b></p> <ul style="list-style-type: none"> <li>• Update system status (? users, ? applications)</li> <li>• Add PM related slides</li> <li>• Add UT 2 slides</li> <li>• Add Technology related slides</li> <li>• Add values to Sponsor (after meeting with HJ)</li> <li>• Add Team's Reflection</li> <li>• Add Sponsor's reflection (after meeting with HJ)</li> <li>• Add Supervisor's reflection</li> <li>• Add Team's Learning Point <ul style="list-style-type: none"> <li>○ As an Individual</li> <li>○ As a Team</li> <li>○ Match with what we wanted?</li> </ul> </li> </ul> <p><b><u>Wiki</u></b></p> <ul style="list-style-type: none"> <li>• Technical Diagrams</li> <li>• Architecture Diagram</li> <li>• Update Use Case Diagram</li> <li>• Update ER Diagram</li> <li>• Update Event Flow Diagram</li> <li>• Meeting Minutes</li> <li>• UT 2 related documents and chart</li> <li>• Other documents and diagrams related to mid-term</li> </ul>		
2.	<p><b><u>Briefing on Iteration 6</u></b></p> <p><b>Functions</b></p> <ul style="list-style-type: none"> <li>• Reuse existing documents in multiple programs</li> <li>• Export selective participant data</li> <li>• Administrator Dashboard</li> <li>• Update participant's registered email</li> </ul>		

	<p><b>Bug Fixing &amp; Debugging</b></p> <ul style="list-style-type: none"> <li>• Create/Update Form</li> <li>• Sending automatic email</li> <li>• Login with Facebook</li> <li>• Activate/deactivate account</li> <li>• Access authorization to confidential documents</li> <li>• Apply for program</li> <li>• Sending customized email</li> <li>• Put actual refund link</li> </ul> <p>Refer to Task Allocation sheet for individual assigned tasks</p>		
3.	<p><u>Set next meeting time</u></p> <p><b>Team Meeting</b>  Date – 09 October 2014  Time – 4:00 PM – 8:00 PM  Venue – NDC</p>		

**Summary of task list**

S/N	Task Name	Person Responsible	Deadline
1.			
2.			
3.			
4.			
5.			

Prepared by:

***Thandar Wai Myint***

Observers:

***Pei Qin, Ken***