

Date:	23 rd October 2015
Time:	3pm
Venue:	SMU Livelabs
Attendees:	Ignatius Tan, Nguyen Vu Nhat Minh, Low Wei Ting, Heng Kok Chin, Chan Jing Vin
Description:	This meeting is between IS480 Team Vulcan and Livelabs to understand more about ReFokus and assessing whether the application can be release for Production.

Agenda:

- Discussion on Product Release of application

Discussion:

- Livelabs do not create production account for developer. Usually, developers will debug on Hestia test server and after which, Livelabs will help to deploy the application to the production server.
- Before the team took up the project, there was already a Livelabs intern, Deepankar Tyagi, who was working on the project. (1 year ago)
- Livelab wish to find out if there is any plan for the application in long term.
 - o Maintainability – Anyone will be taking over after our Final Year Project completion? Will there be anyone who will be providing support should an error occur.
 - o Level of support- Is our application critical or non-critical. Should the support to be provided by Livelabs, and when an error occur, would our application be able to wait till the engineer are back in the office then try to resolve?
- Once the team discuss with Prof William, following the procedure would be:
 - o Release document provided by Son
 - o Team provide source code, test plan and other necessary document in the release document.
 - o Livelab review and monitor the codes, it will take around 1 to 2 days for them to complete.
- Livelabs will be able to provide a project account (one common account) so that only the system admin and the team can review the data should we need to debug.
 - o IRB requirement: whoever who will be accessing the real data will need to sit through CITI Program. Team unsure if it is applicable to Livelabs since Livelabs is a research lab.
 - o Things required would be Tomcat7, postgresql in production server setting.
- There is space limit for the application to store podcast and this might be an issue in a long run.

Actions (based on level of priority):

- 1) Check on ReFokus future plans – **Wei Ting** (to discuss with Prof. William)
- 2) Check if Livelabs will be providing support – **Livelabs** (to discuss with Prof. William)
- 3) Check if IRB Requirements apply to Livelabs – **Livelabs** (to discuss with Prof. William)
- 4) Provide point of contact phone number – **Wei Ting**
- 5) Clarify on the number of podcast that will be uploaded – **Wei Ting**

- 6) Provide release document – **Livelabs** (in the future)
- 7) Sharing of source code, test plans – **Wei Ting** (when requested by Livelabs)
- 8) Creating project account for ReFokus, with Tomcat7 & postgresql – **Livelabs** (when it is approved)

The meeting was adjourned at 4pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by: Low Wei Ting