Internal Minutes 19

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| Date: | 2 Nov 2013 |
| Time: | 12pm -3pm |
| Venue: | IS 480 Project Lab |
| Attendees: | 1. Lim Wee Ta
2. Danial
3. Aretha
4. Rachelle Lewis
5. Chloe
 |
| Absentees:(provide reason if any) |  |
| Agenda: | General UpdatesDiscuss about sponsor meetingDiscussion about UT 2Allocation of work  |

**Discussion:**

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|  |  | Action By | Deadline |
| 1 | General Updates* Notification updates (Danial)
* UI updates (Chloe)
* Database (Aretha)
* Test Plan and wiki (Wee Ta)
* Business Requirements Documents (Rachelle)
 | All | Nil  |
| 2 | Discuss about sponsor meeting- Drew and discussed how the functions would look like- Discussed what things to be done first in the current sprint | All | Nil |
| 3 | Discussion about UT2- Discussed when to hold the UT2-Tentatively Thursday/Friday subject to confirmation | Wee Ta | 5/11/2013 |
| 4 | Allocation of work**UI**1. Do the Search Team, Search Project, Search Supervisor according to diagram discussed
2. Change the nav bars accordingly to each type of user
3. For Sponsors & Supervisors, create a List of My Projects & List of My Teams page for them
4. Do the (+/-) collapse fields
5. Change the IS480 logo
6. Add custom fields to all the lists
7. Put organization type in the Sponsor form
8. Align the words ‘Show Entries’ in all the Searches
9. Put Register under the Sponsor Tab
10. Forms for Sponsor Feedback & Team Feedback

**Logic**1. Do the Search Team, Search Project, Search Supervisor according to diagram discussed

-> Rmb to create hide the columns Supervisor & Reviewer in Search Teams for non CC users1. Allow Course Coordinator to create sponsors
2. For Sponsors & Supervisors, create a List of My Projects & List of My Teams page for them
3. Check Match Team to Project

-> Year4 and Year5 students restrict to internal projects only1. Think of how to improve Match User to Teams

**Database**1. Create the necessary columns in database for the appropriate Search columns

**Documentation**1. Do the Business Requirement document
2. Update the paper prototype with all the screens

**Documentation**1. Prepare the documentation for Mid Terms
2. Do up the mid term wiki
 |  ChloeDanialArethaRachelleWee Ta | 5/11/20135/11/20135/11/20137/11/20137/11/2013 |
| 5 | **Future things to do**1. Match users to teams by allowing them to set their weightage
2. Update the rest of the Search (Student, Sponsors)
3. Do Breadcrumbs
4. Update the list of Team Status
5. Copy the projects to next semester if the project is not taken up in the current semester
6. Switching of roles for SMU faculty members
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Minutes taken by: Rachelle

Vetted by: Lim Wee Ta

2nd Nov 2013