Meeting Information

Date/Time:	22 January 2018, 345PM – 445PM
Venue:	Prof Rafael's Office
Agenda:	Supervisor Meeting
Minutes by:	Cheryl Lee
Vetted by:	Cheau Nor Ailin

Meeting Attendance

S/N	Team Member	Role (Refreshed)	
1	Cheryl LEE Sze Min	Project Manager / Quality Assurance	Present
2	CHEAU Nor Ailin	Backend Developer/ Solution Architect	Present
3	Grace FOO Huan Ting	Frontend Developer / Deputy iOS Developer	Present
4	LEE Pei Jia	iOS Developer / Deputy Front End	Present

Notes

S/N	Topic	Notes & Tasks
1	Project Management	Timeline: Pre-acceptance – Version 1 After acceptance – Version 2 After change in team – Version 3 Version 2 is currently missing in wiki Projects usually have 3- 5 different timelines & they usually change after: 1. Change in team structure 2. Change in client requirements 3. Milestone (school projects) Sponsors may change their minds and make changes to the scope → change management needs to take place.
2	Key learning points for midterms	Understand the top management well. In every presentation, need to find out who the intended audience are, and what do they usually look out for? Apply this concept in the upcoming midterms. Reflect the developmental phase in the project, especially during the handover to sponsor.
3	Identifying value to sponsor	Sponsor agreed to reduce scope, but increased priority of certain things (Quiz) Ponder: **Why did sponsor choose to prioritize certain things?** Find the argument for value-to-sponsor. Sponsor needs to gain something from this project.

		Could it be frequency of use? What's the pain behind administering the quiz in the current way? Why are we doing this surgery? What is the real pain and why didn't we choose something that's already built?
4	Risk & Change Management	Risk is the probability of something happening – e.g. risk of someone dropping. Risk of a team member dropping is low, but the impact is high. Suggestions: - Have a list of risks and note whether it happened or not. - Backup role is an action to solve the risk - Risk management is prepared for by change management - Add risks to the table only if it is still a risk to the team. E.g. losing another team member is not a possible risk at this stage
5	Next steps	Demo of the application next week to supervisor

To-Do

S/N	Task	Assigned to
1	PM to include timeline Version 2 into wiki	Cheryl
2	Team to understand value to sponsor for project	All
3	Demo of application next week during supervisor meeting	Ailin, Grace, Pei Jia