

Team Tenacity Meeting Minutes 2

Date:	Saturday 13 October 2012
Time:	1200 - 1500 Hours
Venue:	School of Information Systems, Level 4, Open Space
Attendees:	Chua Eng Chang Bryan Lim Gabriel Lok Sundaram S/O K. VALLIAPPAN
Agenda:	<ol style="list-style-type: none"> 1. Roles & Responsibilities 2. Detailed timeline – What we are going to start work on right now? 3. SVN 4. Detailed Functionalities 5. Client meeting

No.	Discussion Item
1.	<p>Roles & Responsibilities</p> <ul style="list-style-type: none"> • Project Manager – Chua Eng Chang • Database Administrator – Bryan Lim • Application Programmer – Gabriel Lok • Application Programmer, Wiki Management, UI mock-up – Sundaram S/O K.VALLIAPPAN • Team members will send Sundaram the write-up on their roles and responsibilities by Monday night 15 October 2012 • Sundaram is to pump the information into wiki by Tuesday 16 October 2012
2.	<p>Detailed Timeline – What we are going to start work on right now?</p> <ul style="list-style-type: none"> • Database -> ER diagram, logical diagram, test data to design database • Client to give test data by Tuesday 16 October 2012 • Bryan is to pass the database design to the team within 3 days lead time of acquiring the test data from Client (Thursday 18 October 2012) • UI mock-up as much as possible (preferably the whole system – spearheaded by Sundaram and Chang) • Both database design and UI mock-up aimed to be completed by Tuesday 23 October 2012 • Database design and UI mock-up will be up on wiki by Friday 26 October 2012 • Process Flow diagram to be completed by 23 October 2012, pumped into wiki by Friday 26 October 2012 (spearheaded by Gabriel and Bryan)
3.	<p>SVN</p> <ul style="list-style-type: none"> • Development work (codes) will be subversion-ed on Assembla • Non development work (even technical diagrams) will be put into dropbox • Collaborative work, e.g. things that require all team members to type on simultaneously will be done on Google docs
4.	<p>Detailed Functionalities</p> <ul style="list-style-type: none"> • Analytics will be discussed in the next meeting on Saturday 20 October 2012 (after the database design is out) • Refer to proposal (draft2) in dropbox <ul style="list-style-type: none"> ○ What is a “search function”, more details on it?

	<ul style="list-style-type: none"> ○ Who updates “Inventory real-time”? ○ What is “auto-price down” function? ○ CMM will be used to record and provide customer details ○ CMM will be used to record and provide prospective customer details ○ Descriptions and motivations behind each functionality to be up on wiki by 26 October 2012
5.	<p>Client meeting</p> <ul style="list-style-type: none"> • Client meeting to discuss more about functionalities and requirements will be tentatively on Saturday October 20 2012 • Interview questions for client to be found on Google docs – to be come up with by Sunday 14 October 2012 <ul style="list-style-type: none"> ○ File Name: Interview questions for Client 131012

Prepared by,
Sundaram S/O K.VALLIAPPAN

Vetted and edited by,
Chua Eng Chang