



## INTERNAL MEETING MINUTES

<b>Iteration No.</b>	0
<b>Meeting No.</b>	1
<b>Date of Meeting:</b> (Day Month Year)	25 July 2013
<b>Time:</b> (hh:mm to hh:mm)	20:00 to 22:00
<b>Venue:</b>	SIS GSR 2.3
<b>Meeting Chairperson</b>	Victor Lee Hong Zhi

**1. Meeting Agenda**

Self-Introduction  
Collaboration Tools  
AOB

**2. Attendance****Name [Absent/Present]**

Bie Ya Qing [Present]

Low Wen Guang [Present]

Sebastian Kiran Joy [Present]

Tan Guo Hao [Present]

Tan Rui Jia Noelle [Present]

Victor Lee Hong Zhi [Present]

**3. Discussed Content****Topic**

- a) Self-Introduction & Personal Expectations
- To have fun in the process



- To start up a business post-FYP
- Enjoy the planning and execution of the entire project

b) Collaborative Tools

- i. Versioning Control
  - 1. SVN: <http://violet.smu.edu.sg/svn/>
- ii. Dropbox
- iii. Teamviewer
- iv. Google Calendar
- v. Google Docs
- vi. Skype
- vii. Whatsapp
- Communication Protocol
  - i. Level of Urgency
    - 1. Email (Low)
      - a. Response Time
        - i. Summer Term: within 24 hours
        - ii. AY 2013/2014 Semester 1: within 12 hours
    - 2. Whatsapp (Medium)
      - a. To acknowledge any request/information sent out
      - b. Within 12 hours
    - 3. Call (High)
      - a. Missed calls should be returned ASAP

c) AOB

- Register for FYP with course coordinator



4. Next Meeting	
<b>Date of Meeting:</b> (Day Month Year)	02 August 2013
<b>Time:</b> (hh:mm to hh:mm)	20:00 to 22:30
<b>Venue:</b>	SIS GSR 2.3

5. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)		
Description	Prepared by	Due Date
Register for FYP	Kiran	26 July 2013
Create Dropbox Folder	Noelle	26 July 2013
Join Shared Dropbox Folder	ALL	30 July 2013
Read IS480 Website and Wiki Page	ALL	01 August 2013
Enter personal schedule into shared Google Calendar	ALL	01 August 2013
Mark out major milestones onto Shared Calendar	Victor	02 August 2013

**Minutes Prepared By** Victor Lee Hong Zhi

**Date** 25 July 2013

**Vetted and Edited By** Tan Rui Jia Noelle

**Date** 25 July 2013