



TEAM HEI

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SUPERVISOR MEETING MINUTES 03, 16 JANUARY 2015

Subject:	Minutes 03
Date:	16 January 2015
Time:	10.00 am
Venue:	SMU SIS, Level 5 Supervisor's Office
Secretary:	Jasmine Lin Qianru

Attendees:

1. Professor Benjamin Gan
2. Ngoh Jun Dat
3. Chester Chiew Wei Hong
4. Jasmine Lin Qianru
5. Keith Tan Xiang Wei
6. Kong Yu Ning

Meeting Agenda:

1. Tasks Status for Sprint 8
2. Follow-Ups from Previous Meeting
3. Demonstration
4. Project Milestones
5. Questions
6. Any Other Business

Planned Agenda

1. Tasks Status for Sprint 8

- 1.1. Prof Ben mentioned that in the Progress Status, it should reflect a percentage for the task progress.
- 1.2. Prof Ben advised that the PM has to take note of the project schedule and ensure that the team is on track. There should not be delay in development as it may affect the entire project progress.
- 1.3. The key for our user test is to validate our functionality.
- 1.4. Prof Ben commented that it is good that the team is using JIRA to manage our project progress.
- 1.5. Jun Dat added that JIRA enables us to track bugs and Prof Ben commented that the team should use this feature in JIRA to help us manage bug tracking in our project.

- 1.6. Jun Dat checked with Prof Ben if he would like to have a JIRA account and he commented that it is not required.
- 1.7. In a case when there is a Scope Change, the team should indicate if it is as suggested by our client or by the team.
- 1.8. Prof Ben commented that T-Test Statistics is not in our project schedule and advised that we should add it into our schedule accordingly.

2. Midterm Presentation

- 2.1. Prof Ben mentioned that he will attend our Midterm Presentation.
- 2.2. Prof Ben advised that showing charts is not analytics whereas showing trends and performing forecasting is. Visualisation of the data would be the key instead of just showing numbers.
- 2.3. Prof Ben added that the team may look into other metrics to help with our project. Prof also suggested that the team to look into CMMI model to help us in our project processes.
- 2.4. Market research should be included in our midterm slides. Our research on price should also be included as this would help to create value for our sponsor.

3. Demonstration

- 3.1. At Define Content tab, it should not reflect Nan if it is 0%.
- 3.2. At Schedule Delivery tab, the team should check with client if an email should be sent to notify the user when the campaign ends.

4. User Test 03

- 4.1. Prof Ben commented that User Test 03 has to be conducted by our team but with IDA staff.
- 4.2. Prof Ben also added that our user test with IDA should not be too late into our project as conducting the user test early would allow us to further improve our application.

Others

1. WhatsApp Group Chat

- 1.1. Prof Ben commented that we may create a WhatsApp Group Chat to facilitate our communication with him.
- 1.2. Jun Dat to create the Group Chat.

Action Items:

Task	Member in-charge
Midterm Presentation Slides	Jun Dat
Update Project Schedule	Jasmine
Application Modifications & Enhancements	Keith & Chester
Create WhatsApp Group Chat	Jun Dat

The meeting was adjourned at 11.30 am. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Ngoh Jun Dat

Vetted and edited by,

Kong Yu Ning