

Team Meeting

Meeting Minute Number	08
Date	13/06/2014
Time	20:00 – 22:30
Venue	SIS SR 3-2, SMU
Attendees	Ken, Chengchi, Kawi, Sithu, Thandar
Absentees	-
Agenda Topics:	<ol style="list-style-type: none"> 1. Sharing of technology knowledge 2. Discussion on Project Schedule 3. Discussion on shuffling of roles 4. Set next meeting time

S/N	Action items	Person Responsible	Deadline
1.	<p><u>Sharing of technology knowledge</u></p> <p>Ken shared what he has learnt in Angular JS to the team.</p> <p>Angular JS</p> <ul style="list-style-type: none"> • Quick to develop • Fully extensible and can work with many other libraries • Better MVC structure • Allow custom HTML elements, attributes, class names • Less code • Ready for Unit-Testing <p>Current Problems</p> <ul style="list-style-type: none"> • Learning Curve is relatively quite high • Poor understanding of the structure of the system • Limited amount of time to explore more 		

<p>2.</p>	<p><u>Discussion on Project Schedule</u></p> <p>Thandar prepared Project Proposal with updated Project Schedule. The team needs to discuss for final project schedule based on current development pace.</p> <p>Modified Project Schedule</p> <ul style="list-style-type: none"> • UT#3 to 17 Nov (from 15 Nov) • “Notification email” from Iter 4 to Iter 1 • “CRUD email template” from Iter 1 to Iter 4 • Added “Accept Application” and “Withdraw from Program” to Iter 3 • Added “Reject Application” to Iter 4 • “CRUD Program Page Template” from Iter 4 to Iter 5 & 6 • “Auto Schedule email” from Iter 5 to Iter 7 • Change “Track upload/download progress” to “Track Application Progress” • Added “Login/Logout” Facebook to Iter 4 • “Administrator Dashboard” from Iter 6 to Iter 7 • “Upload, Read documents” from Iter 5 to Iter 4 <p>Things to modify/add Release of Version # (no Beta) Version 0.4 is the final version</p> <p>*Create meaningful business flow before the acceptance test</p> <ul style="list-style-type: none"> • Login/Logout (standard) – Iter 1 • CRUD user account – Iter 1 • Automatic email notification – Iter 1 • Create, View Program – Iter 2 • Create, View Simple Registration Form – Iter 2 • Register Program – Iter 2 <p>Task 1: Modify Project Schedule accordingly</p>	<p>Task 1: Thandar</p>	<p>14/06/2014</p>
<p>3.</p>	<p><u>Discussion on shuffling of roles</u></p> <p>Chengchi has to decide her secondary role of either “Deputy Project Manager” or “Deputy UI Developer”.</p> <p>Main Requirements for Deputy PM</p>		

	<ul style="list-style-type: none"> • Good analysis on team progress • Take fully charge of any mistake or issue with the project • Fire Fighting (defend team) • Proper planning on schedule and scope • Proper understanding on the difficulty and the status of development • Realize possible risks and prepare mitigation stand-by • Give the team right direction with the right pace • The most important point: able to manage the documentation and project progress at the end of semester (when there are multiple milestones) <p>Main Requirements for Deputy UI Developer</p> <ul style="list-style-type: none"> • Proper understanding of Angular JS • Able to take the high learning curve • Very least support from other team members is recommended • Keep the right pace with back-end development team • Proper understanding of good UI and sponsor’s requirements <p>Decision from Chengchi</p> <ul style="list-style-type: none"> • Chose “Deputy Project Manager” • Require Thandar to assist in planning and decision making 		
<p>4.</p>	<p><u>Set next meeting time</u></p> <p>Team Meeting Date – 17th June 2014 Time – 10:30 AM – 1:00 PM Venue – SIS, SMU</p>		

Summary of task list

S/N	Task Name	Person Responsible	Deadline
1.	Modify Project Schedule accordingly	Thandar	14/06/2014

Prepared by:

Thandar Wai Myint

Observers:

Ken, Chengchi