

DATE	27 January 2014
TIME	7pm
VENUE	SIS GSR 2-7
ATTENDEE(S)	Chua Pei Shan, Gwendolin Tan, Ng ZhenYuan, Lim Xin Yi, Shemin Ang Supervisor – Mr. Alan Megargel
ABSENTEE(S)	-

AGENDA	<ol style="list-style-type: none"> 1. Project Progress 2. Enquiries on User testing 3. X-Factor 4. Feedback on Application 5. KPI 6. AOB
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Topics	Details
Project Progress	<p>Current Iteration: <u>7</u></p> <p><u>Bug Metrics</u></p> <p>For the unsolved bug line on the graph, show the cumulative. So at Iteration 6, the number of bugs unsolved is 1 instead of 0.</p> <p><u>Milestones</u></p> <p>Do a summary and detailed version of milestone diagram since it is very difficult to read the detailed version on slide.</p> <p><u>Priority Circle</u></p> <p>We can put the * in the Priority Circle to show that the functionalities was moved from additional to secondary.</p>
Updates on User Testing	<p><u>User Testing</u></p> <p>There will be 2 UT.</p> <ol style="list-style-type: none"> 1. On Students 2. Employees from GTL and OM professors
X-factor	<p>X-factor is better to be technical or complex as we need to differentiate us and other team.</p> <ul style="list-style-type: none"> • Consolidation should be X-factor. However, we need to articulate the complexity. • Determine why does it deserve the label of X-factor

Feedback on Application	<p><u>Emission Factor</u></p> <ul style="list-style-type: none"> • Show the units of measurement. • Question for client: Why is the emission factor important that every manager needs to have their own settings? *Team needs to know how to explain.
AOB	<p>1. Poster for GTL is recorded in schedule.</p> <p>2. Technical Complexity on Wiki Page should show our ability to handle the complexity. It deals with technology that we have to learn, coding or mathematical algorithm [Note: Technical Complexity is not Technical Challenge.]</p>

S/N	Task	Member Responsible	Due Date
1	Enquiry to Client	Pei Shan	Next meeting

The meeting ended at 7.35pm. These minutes will be circulated and adopted if there are no amendments reported on the next three days.

Prepared by,
Xin Yi

Vetted and edited by,
Pei shan