**Meeting Minutes 5**

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| Date: | Thursday, 28 June 2012 |
| Time: | 8.30pm – 11.30pm |
| Venue: | Ryan’s House |
| Attendees: | Ong Zhen Guang  Yong Qian Hwee  Lau Shu Neng  Lim Wen Rong Ryan  Zou Mei  Chew Siew Chin |

**Agenda:**

1) Arrange for meeting with Supervisor

2) Check against the Checklist for Project Acceptance   
(Email Sent by Prof Benjamin Gan on 28 June 2012 titled “IS480 Term 1 Acceptance”)

3) Task allocation within team

Supervisor Meeting

Chosen dates: Wednesday 4 July 2012 or Thursday 5 July 2012

Arranged meeting date time is Wednesday 4 July 2012, 6:30pm.

Checklist for Project Acceptance

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|  | Check | Remarks |
| 1. WIKI update |  |  |
| 1. Demo (more than just login and should be deployed/not only on laptop)  (Demo shows that you have setup the development environment with the main technology selection.) |  |  |
| 1. Clear Scope  (e.g. Report generation or show a UI mock up of what will be in the report) | √ |  |
| 1. Plan    1. Schedule    2. risk assessment    3. iterations with functions    4. deployment    5. user testing dates |  |  |
| 1. Meet/communicate with your supervisor  (at least once) |  | Communicated through email since 20 June 2012, Wednesday.  First Meeting to be on 4 July 2012, Wednesday  Second Meeting to be scheduled in Late July |

**Our Targets: Online Markets**

Business Flow – Shoppers

How to get to our website?

1. Search Engine
2. Embed(Links) on those blogshop’s website:

Business Flow – Spree Organisers

How spree organiser start a spree in our website?

[Rule: Only allow first timers to start 1 spree in order to reduce the risks of fraud]

Business Flow – Backend

Starting off with Manual update of system(improvements can be done in the later part, to automate the process)

Updating:

Refund/transfer of money(CSV) Export from Bank

Users not allowed refunding after payment.  
First come first serve basis for Sprees. (If a quota is reached, we will credit the users who are declined participation in a spree)

Closing Spree (Options): reached quota/reached amount (e.g. capped at $200)

Team Task allocation

Shu + ZM : Communication among team and Administration Stuffs

ZG + Ryan : Development Stuffs

Jas + QH : Project Management

To source for project management software that allows:

1. Real time allocation of tasks/functions

Social Factor in Project to be REMOVED for now

TEST CASES [After UI]

UI [After flow]

TO DO LIST:

ZG + Ryan : Features List

Jas : Project Schedule

Shu : To work on contents in FAQ/ABOUT US/EMAIL TEMPLATE/CONTACT US

The minute will be circulated among all relevant stakeholders and adopted if there are no amendments reported in the next three days.

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| Minutes Prepared by: Zou Mei |
| Minutes Vetted by: Jasmine Chew |