



TEAM HEI

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TEAM MEETING MINUTES 03, 13 NOVEMBER 2014

Subject:	Minutes 03
Date:	13 November 2014
Time:	4.00 pm
Venue:	IDA
Secretary:	Ngoh Jun Dat

Attendees:

1. Eyung Lim (Sponsor)
2. Lu Shanshan (Product Owner)
3. Hudson LEE
4. Ngoh Jun Dat
5. Chester Chiew Wei Hong
6. Jasmine Lin Qianru
7. Keith Tan Xiang Wei
8. Kong Yu Ning

Meeting Agenda:

1. Database Design
2. Sprint 4 Review Meeting
3. Project Progress Demonstration
4. Feedback for Acceptance Presentation
5. User Test Discussion
6. JIRA Training
7. Application Screenshots

Planned Agenda

1. Database Design

- 1.1. Eyung has yet to reach out to the Solution Architect from IDA to advise us on our database design.
- 1.2. Jun Dat to send an email reminder to Eyung.

2. Sprint Review Meetings

- 2.1. Sprint 4 Review Meeting will be cancelled due to SMU examinations.
- 2.2. Sprint 5 Review Meeting to be scheduled on 12 December 2014.

3. Project Progress Demonstration

- 3.1. Team showed new user interface and solicited feedback from IDA.
- 3.2. Shanshan asked if application is able to send up to 6 email variants and Chester clarified that this would be implemented in the coming sprints.
- 3.3. Shanshan mentioned that all campaigns in the application should not be deleted.

4. Feedback for Acceptance Presentation

- 4.1. Jun Dat asked Eyung if he has any feedback for our Acceptance Presentation.
- 4.2. Eyung added that he has no comment to add and commented that the team did well.

5. User Test Discussion

- 5.1. Eyung asked the team to research into email exchange protocol and added that the government email account can only support exchange protocol. He also mentioned that government is unable to support SMTP.
- 5.2. The team enquired if we would be able to open up the application to SMU for User Test 02 and Eyung approved.
- 5.3. Eyung advised that User Test 02 has to be able to bring value to our participants.
- 5.4. User Test 03 would be dependent on the team's progress.

6. JIRA Training

- 6.1. The team requested for a short training on the use of JIRA.
- 6.2. Jun Dat to send a confirmation email to Hudson to schedule the JIRA Training.

7. Application Screenshots

- 7.1. Shanshan requested for the team to send the application screenshots to her for her perusal.

Others

1. A/B Testing Lesson

- 1.1. Shanshan suggested that an A/B Testing lesson to be conducted for Team Hei.
- 1.2. Jun Dat added that currently we are exposed to A/B Testing through IS306 Interaction Design and Prototyping module in SMU.
- 1.3. The team suggested that the A/B Testing lesson to be kept in view.

2. Domain Name

- 2.1. Hudson mentioned that he will help us to get a domain name.

Action Items:

Task	Due Date	Member in-charge
Database Design	27 November 2014	Eyung
Research into Email Exchange Protocol	After Examinations	Chester
Schedule JIRA Training	21 November 2014	Jun Dat
Application Screenshots	21 November 2014	Jun Dat
Domain Name		Hudson

The meeting was adjourned at 5.00 pm. 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