Meeting Date	9 October 2015
Meeting Time	10:00am – 11:00am
Meeting Location	IDA Meeting Room
Attendees	Alex NG Jun Hong, Kathy BOEY Siu Ching, LEE Chiang Fong, LIM Jianyi Kenny, LIM Lai Ho, EYung LIM (Sponsor), Jean LOOI (Product Owner)
Absentees (Reason)	-

Agenda for the meeting:

Administrative

- Let Eyung and Jean know about the Acceptance dates
- Availability for Acceptance? Check timeslots
  https://wiki.smu.edu.sg/is480/IS480_Project_Acceptance_Schedule%3A_2015-2016_Term_2#2015-11-02_Monday
- How will we work with Eyung/Jean moving forwards?
- Need to schedule our next meeting on the spot. When do we want that? Thursdays? Which Thursday? (before we start sprint 2 proper?)
- Schedule date for UT1

Product/Features

- Ask Eyung about the variables, metrics to track. What are the goals to track?
- Ask about the specific type of goals that IDA wants us to support?
- Any documents from Team Hei that we can use to study what they did? Particularly interested in their approach to statistical significance

DevOps

- We need to link up with the person who can set us up with Pivotal Tracker
- Get approval to set up repository in Stash and create Bamboo project
- Get approval to set up accounts for team members in LDAP directory
- Hammer out details and limits of allotted AWS infrastructure

Agenda topic Acceptance Schedule

Discussion Eyung would want to attend the Acceptance Presentation. He is available on Monday, 2 Nov 2015.
- Due to requirement that ALL team members are present, only these slots are possible:
  - Mon 13:00 – Clara's team
  - Mon 14:00 taken
  - Thu 09/10/13/14/15/16/17/18 taken
  - Fri 09/10/11/16/17/18 taken
  - Fri 11:00-12:00 our current slot

Conclusion Check if Team VI is ok to change the presentation slot with us or we will still have the presentation on Monday, 2 Nov at 3pm. Kenny and Chiang Fong would have to inform Prof. Debin.

Agenda topic How will we work with Eyung/Jean moving forwards? Subsequent demo meetings and UTs.

Discussion Schedule meetings with the PAs

Conclusion Doris also handles schedule for Jean as well. While Eyung can be labelled as Sponsor and Jean as Product Owner, try to include both of them on the meetings. so that one can cover when the other is unavailable

Agenda topic Goals, variables and metrics to track and specific types of goals that IDA wants us to support

Discussion Jean mentioned that Optimizely provides Custom events (jQuery)
- e.g. photo gallery, tracking the 3rd photo from 5 photos – custom events
- use case: websites with custom javascript elements, like photo slideshows, dynamic dropdowns, want to be able to track goals on that as well

Conclusion Team will explore on it

Agenda topic Any documentation that we can study from Team Hei

Discussion Reasons that we are not building on top of team hei's system
- Totally different product: Prof. Ben needs to understand the difference between web vs. email A/B
- Rails is compatible with GDS dev team expertise
- .NET is totally not compatible with the upcoming gov PaaS infrastructure
- After exploring with the iDA technical team who took over the team hei code, both sides agreed and concluded that the statistical portion is the only thing that can be reused

Conclusion Eyung will send us Team Hei's documentation once he finds it

Agenda topic Setting up Pivotal Tracker, stash and bamboo

Discussion Eyung advised Kenny to email Hudson to ask

Conclusion Kenny to email Hudson, cc Eyung, Jean

Notes:
- Jean is the PM in charge of all the A/B testing efforts. so she will be the one trying to "sell" the system as a service to government agencies.
- Under scrum, every sprint (2 weeks) will have one meeting.

- ○ scrum treasure working prototype over documentation. so one large part of the meeting will be demoing the incremental changes
- ○ show our next sprint's backlog to eyung/jean during these meetings so that they can give input. whether adding/removing things based on changing requirements or when something is determined to not be necessary

Action Items	Person Responsible	Deadline
Schedule sprint demo meeting with Doris/ Viviean	Kathy	9 Oct
Email Team VI for presentation schedule change	Kathy	9 Oct
Email Hudson for the questions on DevOps	Kenny	9 Oct

Next Meeting	15 Oct 2015, IDA
Minutes prepared by	Kenny LIM