

**Meeting Minutes**

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| **Meeting Type** | Supervisor |
| **Meeting Number** | 01 |
| **Date & Time** | 29 October 2015 |
| **Venue** | SIS Level 5 Rm 34 |
| **Facilitator** | Prof Gan & Chor Yi |
| **Secretary** | Chor Yi |
| **Attendees** | Poon Chor Yi  Loh Chung Kit  Tan Kia Yong – Absent due to work  Jeon Je Min – Absent due to work |

AGENDA

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| **No.** | **Agenda** |
| 1 | Go through demo |
| 2 | Discuss project risks |
| 3 | Discuss acceptance |

MINUTES

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| **No.** | **Agenda** | **Discussion** |
| 1 | Go through demo | Prof Gan mentioned that there is a need to improve UI of web application.   * Instead of Batch ID, put Batch name which will be input by the Educator and is identifiable to him or her. * In addition, after Educator logs in, the page should show who is logged and a landing page. * For purchase page: when the user indicates quantity to purchase, the amount should change or indicate amount/access code but put a separate column to indicate the total amount per test. * Would be good to have upload CSV inside * Should show number of access codes purchased and right after customizing purchase, the Educator should be redirected back to page where he/she can see the number of access codes that he/she just purchased. * Test should display test title and test description/information. * Prof mentioned that it would be good to include a function/API that would allow us access to Starteur’s database   SHOULD HAVE TITLES that will help user to understand it. |
| 2 | Discuss project risks | 1. Team discussed risk that Sponsor is a busy businessman and as such, may not be contactable or reachable during work trips. This will affect team’s progress if we need end users for testing or to clarify matters with Sponsor.  * Mitigation: Slack has been setup between Sponsor and his staff so that we have alternative source of contact and information should Sponsor not be available.  1. Technical Risk as team is relatively new to RubyOnRails with the exception of KiaYong who has had experience with it during internship. This will compromise project schedule and quality of work produced.  * As such, team took a longer time to learn technology and KiaYong has been serving as a coach for the developers so that they will learn RubyOnRails the proper way and effectively  1. Differentiation between Starteur & Starteur Educators  * Starteur for Educators need access to Starteur for the user test as well as access codes. As such, there is a need to discuss how Starteur and Starteur for Educators will interact and sync the 2 systems so that development for Starteur for Educators will not be impacted by Starteur or have any confusion.  1. Manpower Risk as Kiayong & JJ are working while Chor Yi & Chungkit are studying while working part time. As such, team may face manpower risk with regards to time commitments from various members.  * Mitigation: As such |
| 3 | Discuss acceptance | Prof commented that there is a need to go through pain points of current system  Prof also commented that there is a need to create a persona and a scenario to walk them through how an Educator will go through our system. |

ACTION ITEMS

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| **Task** | **Due Date** | **In-charge** |
| Ask sponsor to expose API for test result | 03 November 2015 | Chor Yi |
| Persona and Scenario | 03 November 2015 | Chor Yi |
| Validations for forms | 03 November 2015 | JJ, CK & Kiayong |