



TEAM HEI

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TEAM MEETING MINUTES 10, 11 NOVEMBER 2014

Subject:	Minutes 10
Date:	11 November 2014
Time:	7.30 pm
Venue:	SMU SIS, GSR 3.4
Secretary:	Ngoh Jun Dat

Attendees:

1. Ngoh Jun Dat
2. Chester Chiew Wei Hong
3. Jasmine Lin Qianru
4. Keith Tan Xiang Wei
5. Kong Yu Ning

Meeting Agenda:

1. User Test
2. Sprint Review Meetings
3. Agenda for next Supervisor Meeting
4. JIRA

Planned Agenda

- 1. User Test**
 - 1.1.** It is decided that User Test 02 to be at SMU level and User Test 03 to be at government agency level tentatively.
- 2. Sprint Review Meetings**
 - 2.1.** The team would meet IDA in Sprint 5 and to cancel Sprint 6 Review Meeting due to Christmas and holiday season. This is subjected to IDA's approval.
- 3. Agenda for next Supervisor Meeting**
 - 3.1.** The team would like to check with Prof Ben if we should employ the use of JIRA as our project management tool.
 - 3.2.** The team to communicate our User Test 02 and User Test 03 to Prof Ben.
 - 3.3.** Jun Dat suggested that a cohesion dinner with Prof Ben would be good.

4. JIRA

4.1. Jun Dat to schedule a meeting with IDA to learn how to use JIRA.

Action Items:

Task	Due Date	Member in-charge
JIRA Training	13 November 2014	Jun Dat

The meeting was adjourned at 10.00 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