

Date:	14/06/2017 (Wednesday)
Time:	6.00pm - 7.00pm
Venue:	Prof Office
Attendees:	<p>Team PlusMinus: Low Wen Jun (Belynda)</p> <p>Supervisor: Paul Griffin</p>
Agenda:	- Vet through Proposal

	To-Do	Assignment	Due Date
1	Invite Prof into GitHub and Google Drive	Belynda	15/06/2017 (Thursday)
2	Revise the Proposal and submit to Prof Ben	Belynda	18/06/2017

	Things Discussed	Conclusion
1	<p>xFactor:</p> <ul style="list-style-type: none"> - xFactor should be closely tied to end results. The team should be achieving the xFactor stated. - If xFactor includes having X amount of active users, then team must have a rollout phase to track and allow real staffs to use the portal 	No go Live sprint as client is not comfortable sharing Team to change their xFactor. To be discussed in upcoming group meeting on 15 Jun
2	<p>User Account</p> <ul style="list-style-type: none"> - This is quite important module so it should be a core module - It should be at the first few sprints because it is important and risky if not completed at early stage 	Move this to the 4th sprint of the project
3	<p>Servers:</p> <ul style="list-style-type: none"> - We should have a "Integration Testing Server" for the team to deploy the site to. - Client will need to have their own server for us to upload the copy to their end for testing purposes. 	<p>Have a AWS server to hold our internal testing</p> <p>We will deploy to client's server when UT is near</p>

4	<p>Burndown Chart:</p> <ul style="list-style-type: none"> - Good chart to use to display the group's progress - Will require a detailed individual sprint chart as well as a overview <p>Task Metrics</p> <ul style="list-style-type: none"> - To track the number of completed task per sprint 	<p>Create a new burndown for each sprint and also a summarised burndown view of the project</p> <p>Create task metrics</p>
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The meeting was adjourned at 7.00pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,
Low Wen Jun

Vetted and edited by,
Rafid Aziz