



TEAM HEI

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TEAM MEETING MINUTES 07, 2 SEPTEMBER 2014

Subject:	Minutes 07
Date:	2 September 2014
Time:	1900
Venue:	SMU SIS, GSR 2.7
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. IS480 Wiki
2. IS480 Project Supervisor
3. Introduction to Scrum
4. Product Backlog
5. Change of Roles

Planned Agenda

1. IS480 Wiki

- 1.1. The team discussed about our IS480 wiki and the necessary contents.
- 1.2. Keith is to come out with banner for our Home page i.e. Logo and Description.
- 1.3. Jasmine is to complete the remaining layout and structure of the wiki.

2. IS480 Project Supervisor

- 2.1. Chester to reach out to Professor Benjamin to learn about the process of finding our IS480 Project Supervisor.

3. Introduction to Scrum

- 3.1. Jun Dat taught the team about Scrum software development framework with the Scrum deck he has prepared.
- 3.2. The team also viewed a Scrum video to understand how Scrum process works.

4. Product Backlog

- 4.1. Jun Dat presented his first draft of the Product Backlog for internal team discussion and solicited inputs from the team.
- 4.2. The team revised the Product Backlog and assigned effort i.e. estimated number of hours required for the user stories.
- 4.3. The Product Backlog is completed and is now ready for review and discussion with IDA.

5. Change of Roles

5.1. Jun Dat

- 5.1.1. Scrum Master
- 5.1.2. Deputy Front-End Developer

5.2. Yu Ning

- 5.2.1. Lead Back-End Developer
- 5.2.2. Deputy Scrum Master

5.3. Chester

- 5.3.1. System Analyst
- 5.3.2. Deputy Back-End Developer

5.4. Jasmine

- 5.4.1. Quality Assurance
- 5.4.2. Deputy System Analyst

5.5. Keith

- 5.5.1. Lead Front-End Developer
- 5.5.2. Deputy Quality Assurance

5.6. Individual team member will now adopt the above roles for IS480 project.

Action Items:

Task	Due Date	Member in-charge
Design banner for IS480 Wiki Home Page	6 – 7 September 2014	Keith
Complete IS480 Wiki Layout & Structure	6 – 7 September 2014	Jasmine
Process of finding IS480 Project Supervisor	16 September 2014	Chester

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