



## SUPERVISOR MEETING MINUTES

<b>Iteration No.</b>	6
<b>Meeting No.</b>	1
<b>Date of Meeting:</b> (Day Month Year)	24 January 2014
<b>Time:</b> (hh:mm to hh:mm)	16:30 to 17:00
<b>Venue:</b>	SIS SR 2.3
<b>Meeting Chairperson</b>	Tan Rui Jia Noelle

**1. Meeting Agenda**

- (a) Progress Update
- (b) Demo/Heuristics Testing Feedback
- (c) Midterm Tips
- (d) AOB

**2. Attendance****Name [Absent/Present]**

Bie Ya Qing [Present]

Low Wen Guang [Present]

Sebastian Kiran Joy [Present]

Tan Guo Hao [Present]

Tan Rui Jia Noelle [Present]

Victor Lee Hong Zhi [Present]

**3. Discussed Content****Topic**

- (a) Progress Update

- o Schedule
  - i. Currently in iteration 6, can we start iteration 7 early?
    1. Yes, just need to indicate on the overview so can tell iteration 6 and 7 is running in parallel
    2. Use a gantt chart like diagram to represent changes
    3. Need to show how we recovered from the delay by performing iterations in parallel.
  - ii. Schedule metrics should be shown as a deviation chart. The actual consumed should be +/- from the planned.
  - iii. Efficiency not needed for schedule metrics
  - iv. Add in colour banding to show if in green/amber or red zone
  - v. Man Hours metrics should also be shown as deviation. Use % deviation for planned vs actual

(b) Demo/Heuristics Testing Feedback

- o Change "StrikeChat" to "Ice Breakers"

(c) Midterm Tips

- o Show start and end dates of each iteration on the schedule overview
- o Justify the line drawn between deployment and android completion
- o Show before and after screenshots for HE and UI related things for both web and mobile applications
- o Have the heuristics plan ready, but don't need to present. (Hide slides)
- o Include software and architecture diagram for midterms
- o Indicate on the diagram that we're using MVC
  - i. What does the class manager do? Etc.
- o Do up a change log
  - i. Include anything that required a code change – change of functionality, requirements, self-proposed/requested etc. Things that resulted from user testing also



- ii. Order of presentation: Quick Introduction → Scenario and Problem to solve  
→ Do role playing → Demo → Architecture + relevant diagrams → PM

(d) AOB

- o Is it possible to upgrade to Mavericks?
  - i. Nope

4. Next Meeting	
<b>Date of Meeting:</b> (Day Month Year)	7 February 2014
<b>Time:</b> (hh:mm to hh:mm)	16:30 to 17:00
<b>Venue:</b>	SIS GSR 2.6

5. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)		
Description	Prepared by	Due Date
Format a Change Log	Victor, Noelle	07 February 2014
Edit architecture and software diagrams	Yaqing, Guo Hao	07 February 2014
Reformat Metrics	Noelle	04 February 2014

**Minutes Prepared By** Tan Guo Hao, Victor Lee Hong Zhi

**Date** 24 January 2014

**Vetted and Edited By** Tan Rui Jia Noelle

**Date** 24 January 2014