

**Date:** 6/3/2016  
**Time:** 1200 – 1300  
**Venue:** Guang Wen's House

**Attendees:** Gauri Bhatnagar  
Tay Guang Wen  
Sin Xin Yee  
Yap Wei Heng  
Lim Xin Yi

**Agenda:** 1. Post midterm review  
2. What we will be doing from now

	<b>Task/ Description</b>	<b>Person-in-charge</b>	<b>Due Date</b>
1	<u>Post Midterm Review:</u> <ol style="list-style-type: none"> <li>1. Project Management: <ul style="list-style-type: none"> <li>• Bug/Schedule Metrics: We will need to find out how to measure it based on what we are doing (Iterative Time Boxing)</li> <li>• Technical Complexities: Refer to Supervisor Minutes 7 to see what we should include for the Final slides.</li> <li>• Change Management: We should set a criteria for the decision that is based on Effort and Impact.</li> </ul> </li> <li>2. Manage Expectations: <ul style="list-style-type: none"> <li>• Sponsor: We need to let him know that we will not be able to reply his queries so soon. He should give us an hour to two hour window.</li> </ul> </li> <li>3. Scope: <ul style="list-style-type: none"> <li>• We will need to discuss with Wilson about whether we should revise the scope again so that we will able to complete the project on time.</li> </ul> </li> </ol>	Guang Wen	
2	<u>Things to do from now on:</u> <ol style="list-style-type: none"> <li>1. Statistics Module: <ul style="list-style-type: none"> <li>• Wei Heng and Xin Yee will be working on Statistics Module.</li> </ul> </li> <li>2. Pledge Module: <ul style="list-style-type: none"> <li>• Gauri and Xin Yi will be working on the Pledge Module.</li> </ul> </li> <li>3. User Test 3: <ul style="list-style-type: none"> <li>• It will be held in Week 11, with one school as well as one group of volunteers.</li> <li>• Study Plan will need to be prepared.</li> <li>• Coordinate with the respective contacts.</li> </ul> </li> </ol>	Wei Heng & Xin Yee  Gauri & Xin Yi  Guang Wen	

The meeting was adjourned at 1330 hrs. These minutes will be circulated and adopted if there are no amendments reported in the next 24 hours.

Prepared by,  
Sin Xin Yee

Vetted and edited by,  
Tay Guang Wen