

AGENDA OF MEETING

Meeting Title	Timeline and Wiki Meeting
Date	17-05-2012
Start Time	1900
End Time	
Called By	Glorya
Venue	SOB GSR 2-1
Attendees	Glorya, Yosin, Minh
Objective	Timeline and Wiki

PREPARATION FOR MEETING:

Please Read:	Please Bring:
Revise SE notes	- Laptop

ACTION ITEMS FROM PREVIOUS MEETING:

No	Action Item	PIC	Comment	Due Date	Status
1	Ask Jek Bao when he is back and whether he wants an attachment	Glorya	To email/ whatsapp Jekbao asap		Done but no reply yet
2	Ben as supervisor	Suriyanti	To email ben		Pending
3	*Follow up with Kevin	Suriyanti			Pending
4	Revise Timeline	Yosin	Discussion on next meeting	30 th May 2012	
5	To send more detailed use case, business analysis, use case design, SSD and SD	Glorya	Discussion on next meeting	30 th May 2012	
6	Aim to finish user requirement gathering on 30 th and let Kevin sign off	Glorya	Note: at each iteration/ phase, let client sign off	30 th May 2012	
7	Revise SE	Everyone			

AGENDA TOPIC:

No	Agenda Topic	PIC	Due Date
1	Timeline	Yosin	
2	User Requirements	Glorya	
3	Wiki	Glorya	

MINUTES OF MEETING

Meeting Title	
Date	17-05-2012
Start Time	1900
End Time	
Venue	SOB GSR 2-1
Invitee List	Glorya, Yosin, Minh
In Attendance	Glorya, Yosin, Minh
Absent	N/A

DECISIONS:

No	Subject	Decision
1	Timeline	<p>Industrial attachment</p> <p><u>Planning Stage</u></p> <ul style="list-style-type: none"> Schedule Planning Draw Use Case diagram and USD Overview of class diagram Overview of Domain Class Design Database – Draw logical diagram Draw ER diagram Job allocation Review Schedule Risk Management Define Team Role <p>Proposal</p> <p><u>Iteration 1: Database Set Up</u></p> <ul style="list-style-type: none"> Setup Database Connection Create Entities Create Manager Create Database Controller <ul style="list-style-type: none"> Create table Insert data Delete/Update Data Retrieve Data <p><u>Iteration 2: Import data from .csv file to the database and input uncertainties (Flight Delay, MC, Recall, New Staff, Resign, MAC)</u></p> <ul style="list-style-type: none"> Use Case Scenario Draw SD Update class diagram Create Controller Develop Test Script Test Iteration Update Bug Metric Update Schedule <p><u>Iteration 3: Analyse uncertainties (Flight Delay, MC, Recall, New Staff, Resign, MAC)</u></p> <ul style="list-style-type: none"> Update Use Case Scenario Update SD Update class diagram Develop test plan Code normal distribution Test Iteration Update Bug Metric Integration, revision and testing

		<p>Schedule update</p> <p><u>Iteration 4: Handle Uncertainties</u></p> <p>Update Use Case Scenario</p> <p>Update SD</p> <p>Update class diagram</p> <p>Develop test plan</p> <p>Code handle uncertainties</p> <p>Test Iteration</p> <p>Update Bug Metric</p> <p>Integration, revision and testing</p> <p>Schedule update</p> <p><u>Iteration 5: Simulate Roster</u></p> <p>Update Use Case Scenario</p> <p>Update SD</p> <p>Update class diagram</p> <p>Develop test plan</p> <p>Code simulate logic</p> <p>Test Iteration</p> <p>Update Bug Metric</p> <p>Integration, revision and testing</p> <p>Schedule update</p> <p><u>Iteration 6: Acceptance</u></p> <p><u>Iteration 7: UAT 1</u></p> <p>Finishing touch</p> <p>Test run and debug</p> <p>Develop User manual</p> <p>Prepare presentation</p> <p><u>Iteration 8: UAT 2</u></p> <p>Finishing touch</p> <p>Test run and debug</p> <p>Develop User manual</p> <p>Prepare presentation</p> <p><u>Iteration 9: Mid-term</u></p> <p><u>Iteration 10: Real life test</u></p> <p>Finishing touch</p> <p>Test run and debug</p> <p>Develop User manual</p> <p>Prepare presentation</p> <p><u>Iteration 11: Poster Submission and Final</u></p> <p>Design Poster</p> <p>Prepare Slides and presentation</p>
2	Wiki	<p>Use the design like the homepage.</p> <p>Don't put everything in a chunk of words.</p> <p>Use block.</p> <p>For Project Documentation page, create new pages for every tab.</p> <p>Add 'Back to Top' button on the sub headings.</p>
3	Use Case	<p>Database setting</p> <p>Import csv</p> <p>Analyse Roster</p> <p>Customise Logic</p> <p>Generate Report</p>

ACTION ITEMS:

No	Action Item	PIC	Comment	Due Date	Status
1	Use Case & Use Case	Yosin		19/05/12	

	description				
2	ER & Logical Diagram	Minh		19/05/12	
3	Update Microsoft Project	Glorya		19/05/12	
4	Update Wiki	Glorya		19/05/12	

CARRY-OVER ITEMS FOR NEXT MEETING:

No	Subject	Description
1	Dissect Logic	
2	User Requirements	Use Case Use Case description Logical Diagram ER Diagram Class Diagram

NOTES:

Prepared by,

Glorya

Vetted and edited by,

Minh