



TEAM HEI

TEAM MEETING MINUTES 01, 5 JUNE 2014

Subject:	Minutes 01
Date:	5 June 2014
Time:	2054
Venue:	SMU SIS, GSR 3.3
Secretary:	Keith Tan

Attendees:

1. Ngho Jun Dat
2. Chester Chiew Wei Hong
3. Jasmine Lin Qianru
4. Keith Tan Xiang Wei
5. Kong Yu Ning

Meeting Agenda:

1. Academic Term to Embark on IS480
2. IS480 Project to Embark On
3. IS480 Requirements & Deliverables
4. Team's Expectations for IS480
5. Individual Role in IS480
6. Working Style
7. Leadership Style
8. Team Meeting Frequency

Planned Agenda

1. Academic Term to Embark on IS480

1.1. Team agreed to embark on IS480 in Year 3 Term 2 and there would be 5 members in the team. However, if there is a suitable candidate that would like to join our team, we may consider taking this additional member in our team.

2. IS480 Project to Embark On

2.1. Team discussed and listed out the projects that we can work on:

2.1.1. MoneyTree Mobile Application Project

- An application for students to learn how to code on mobile apps

2.1.2. IDA

- Help public through providing data apps and information

2.1.3. Students' Competition Platform

- Proposed by Jun Dat, the idea is to create a platform for companies to host their business challenges where companies can offer a prize for participants to solve business problems. Winner takes the money and it gives students a chance to express their ideas and also to work on the ideas.

2.1.4. SAF (Raising awareness about SAF)

2.1.5. OCBC Bank

2.1.6. Mobile Application targeted at Old Folks

2.2. All projects to be keep in view.

3. IS480 Requirements & Deliverables

3.1. Team discussed on the requirements and deliverables necessary for IS480.

3.2. It is agreed that the team should read up further to understand what is required of us for IS480.

4. Team's Expectations for IS480

4.1. Project that we embark on must be sustainable, beneficial to the public and would be deployed, and of value to the sponsor.

5. Individual Role in IS480

5.1. The team discussed about the roles in IS480 and derived the following:

5.1.1. Yu Ning – Technical Role

5.1.2. Jasmine – Non-technical Role, Quality Assurance

5.1.3. Keith – Technical Role

5.1.4. Jun Dat – Technical Role

5.1.5. Chester – Technical Role

6. Working Style

6.1. The team discussed that as much as possible we should work in pairs so as to have a backup in event that one member is unwell or unable to complete the task.

7. Leadership Style

7.1. Jun Dat felt that a flat leadership style will be good.

7.2. Keith felt that we should have a happy and cohesive working relationship in the team.

7.3. Jasmine feels that discussion and communication is key.

7.4. Yu Ning felt that we have to move forward together as a team.

7.5. Chester felt that justification for our decisions and collaborative decision-making is important.

8. Team Meeting Frequency

8.1. It is proposed to have a fortnightly meeting.

Others

1. Items Pending further Discussion

- 1.1. Project supervisor discussion
- 1.2. Modules to take next term
- 1.3. Current commitments
- 1.4. Internship sharing

Action Items:

Task	Due Date	Member in-charge
Complete first draft of minutes	19 June 2014	Keith
Vet and edit first draft of minutes	19 June 2014	Jun Dat
Read up IS480 Requirements & Deliverables	19 June 2014	All
Come up with 2 – 3 ideas for IS480	19 June 2014	All
Learn more about OCBC Bank App	19 June 2014	Jasmine

The meeting was adjourned at 10.05 pm. The next meeting is scheduled to be on 19 June 2014. Some agendas were not covered due to time constraint and would be covered in the next meeting.

Prepared by,

Keith Tan Xiang Wei

Vetted and edited by,

Ngoh Jun Dat