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| **Date:** | 3/07/2017 |
| **Time:** | 19:30pm |
| **Venue:** | SIS Lvl 5 |
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| **Attendees:** | Prof Jiang, Wang Shuwei, Tan Yong Siang Ivan, Teo Jin Yuan, Jeremy Lee |
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| **Agenda:** | 1. Sponsor Meeting Update |

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|  | **Actionable** | **Who** | **Due Date** |
| 1 | Schedule next sponsor meeting (1 month) | Jeremy |  |

**ITEMS**

* Briefing for past one month.
  + Functions have been completed (showed demo)
  + The current timeline: 50% of the functions before acceptance
  + Metrics collected (showed supervisor the internal spreadsheet for contributions by person)
  + The testing plan
  + Deployment issue
  + Demo
    - Feedback: the testing of canvas, be carefully of all the corner cases.
  + During acceptance presentation: make up a story line based on the data set we use
  + Not compulsory to have UAT before acceptance. But for our project, it’s better to have one. The number of tester can be decided based on how many modules we build.
    - Decide to whether focus on functionality or usability. For our case, might be both side.
    - Some users might not necessarily use structured test case: to find out more potential problems.
  + Next meeting: questionnaires

Prepared by,

Shuwei