Team Meeting

Meeting Minute Number	15
Date	21/08/2014
Time	19:00 – 21:00
Venue	SOB GSR 3-35, SMU
Attendees	Kawi, Sithu, Thandar, Pei Qin
Absentees	Ken (Have class)
Agenda Topics:	1. Review on Acceptance Test 2. Review on Scope and Schedule 3. Set next meeting time

S/N	Action items	Person Responsible	Deadline
1.	<u>Review on Acceptance Test</u> **Preparation before Acceptance Test** <u>Wiki</u> Delayed in uploading info because of resolution and file format problem Some pages did not reflect latest revision Last minute uploads including Powerpoint slides <u>Application</u> Openshift servers were down Re-deployed before the presentation to edit minor functionality was not a good idea Proper explanation was not carried in the demo <u>User-Testing</u> Survey results are not accurate Should focus on functionalities, not on UI and UX Need to analyze how long do they take to complete Analyze the users' actions Perform High-Level User Testing		

	Scope & Schedule No special comment on scope Schedule: Team has to be aware of the change of Poster Day (03 Dec) Conduct user testing sessions before the Final Presentation as planned effectively Motivation The percentage should show the breakdown instead of numbers Story boards are too common and do not have significant standing points X-Factor Numbers are fine Settle with Project Sponsor to achieve Technical Diagram Technical Architecture diagram is not clear, too generic Should be more specific to the application itself		
2.	Review on Scope and Schedule **Scope** Account Module (core) Remove: 'Delete Account' Add: 'Activate/Deactivate Account' Program Module (core) Remove: 'Update registration Form' Authorization Module (secondary) Modified name of 'Account Module' to 'Authorization Module' Add: 'Access authorization to program related confidential information' **Schedule** Shifting Functionlities Adjusted to entertain the change of Poster Day Removed functionalities which were no longer in Scope Deactivate Account – Iter 1 Activate Account – Iter 5		

	Access authorization to program related confidential information – Iter 4 Application Module from Iter 3 moved to Iter4 Email Module from Iter 4 moved to Iter 3 Authorization Module (previously Account Module) from Iter 4 moved to Iter 5 Account Module from Iter 5 moved to Iter 7 User Testing Sessions UT #2 – 22 Sep from 16 Sep UT #3 – 20 Oct from 14 Oct UT #4 – 16 Nov from 10 Nov Go Live! Go Live #1 – 01 Oct from 29 Sep Go Live # 2 – 23 Nov rom 16 Nov Presentations Midterm – 10 Oct from 09 Oct Final – 01 Dec from 29 Nov Others Poster Submission – 10 Nov from 12 Nov Poster Day – 03 Dec from 06 Dec Task 1: Modify Scope and Schedule Task 2: Continue on High-fi Task 3: Check with Openshift service providers for current issue Task 4: Modify wiki and upload more info	Task 1: Thandar Task 2: Pei Qin Task 3: Sithu, Kawi Task 4: Thandar, Pei Qin	*Task 1: 24/08/2014* *Task 2: 26/08/2014* *Task 3: 26/08/2014* *Task 4: 26/08/2014*
3.	<u>Set next meeting time</u> **Team Meeting** Date –03 September 2014 Time – 7:00 PM – 9:00 PM Venue – SOB, SMU		

Summary of task list

S/N	Task Name	Person Responsible	Deadline
1.	Modify Scope and Schedule	Thandar	*24/08/2014*
2.	Continue on High-fi	Pei Qin	*26/08/2014*
3.	Check with Openshift service providers for current issue	Sithu, Kawi	*26/08/2014*
4.	Modify wiki and upload more info	Thandar, Pei Qin	*26/08/2014*

Prepared by:

Thandar Wai Myint

Observers:

Pei Qin, Ken