



**TEAM VULCAN**  
**INTERNAL MEETING 30**

<b>Date:</b>	18 <sup>th</sup> November 2015
<b>Time:</b>	12 pm
<b>Venue:</b>	SMU School of Economics, Level 3
<b>Attendees:</b>	Heng Kok Chin, Low Wei Ting, Gareth Ng, Chan Jing Vin, Yeo Cheng Fu, Benjamin Chia
<b>Absentees:</b>	

**Agenda:**

- Fix Bugs + moving to Vesta Server
- Delegate tasks (TO DO)
- Upcoming meeting schedule

**Discussion:**

Fix Bugs + moving to Vesta Server

- Major issues found during Pilot Study include:
  - o Beeper survey notification not appearing
    - Can't replicate issue
  - o "Days since program started" always showing as 1
    - Fixed, Not tested
- Minor issues:
  - o Not intuitive for user to click in the program completed when they click in "View past feedback"
    - Fixed, Not tested
  - o Not intuitive for user to click on qualtrics survey
    - Fixed, Not tested

Delegate tasks (TO DO)

All documentations, diagrams should be completed by 19<sup>th</sup> Nov 2015 before meeting.

- Mobile Documentations (diagrams)
  - o Benjamin, Gareth, Kok Chin
- Web Documentations (diagrams)

- Cheng Fu, Jing Vin
- User guide (Mobile & Web)
  - Cheng Fu, Jing Vin, Wei Ting
- PPT & Wiki: Technical Complexity + Demo
  - Benjamin, Gareth, Kok Chin
- PPT & Wiki: Schedule, Risk Metrics
  - Wei Ting
- PPT & Wiki: User Test, Bugs
  - Jing Vin
- PPT: Business part, Watch past team presentations
  - Cheng Fu

#### Upcoming meeting schedule

- ~~— Wed, 18th Nov: 12pm – finish, Agenda: Fix bugs + Documentations (prepare for hand over)~~
- Thurs, 19th Nov: 12pm – finish, Agenda: Continue Documentation + PPT preparation
- Fri, 20th Nov, 1pm – finish, Agenda: Project Hand Over + Update Wiki + Rehearsal
- Tues, 24th Nov, 9.30am – 12pm, Agenda: Final Prep (Set up, Rehearse)
- Thurs, 3rd Dec, 1pm – Late, Agenda: Poster Day cum Post FYP CELEBRATION!!!!

The meeting was adjourned at 7 pm. Next meeting is scheduled on 19<sup>th</sup> November 2015, 12pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

**Prepared By:** Low Wei Ting

**Vetted By:** Yeo Cheng Fu