



INTERNAL MEETING MINUTES

Iteration No.	1
Meeting No.	2
Date of Meeting: (Day Month Year)	07 October 2013
Time: (hh:mm to hh:mm)	10:00 to 15:00
Venue:	SOE SR 2.6
Meeting Chairperson	Tan Rui Jia Noelle

1. Meeting Agenda

- a) Deliverables
- b) Metrics
- c) Roles & Responsibilities Description
- d) Prepare for 1st Supervisor Meeting

2. Attendance**Name [Absent/Present]**

Bie Ya Qing [Present]

Low Wen Guang [Present]

Sebastian Kiran Joy [Present]

Tan Guo Hao [Present]

Tan Rui Jia Noelle [Present]

Victor Lee Hong Zhi [Present]

3. Discussed Content**Topic**

- a) Deliverables

- FYP Proposal
 - i. Still required after Idea Proposal Submission?
- Project Requirements Write Up
 - i. Draft 1 complete
 - ii. Format is suitable for developers' understanding
 - iii. To complete the write up
- Requirements Questionnaire Draft 1
 - i. Need to fine tune questions
 - ii. Should split into 2 separate surveys for organisers and participants
- Wiki Page Mockups
 - i. Layout is appropriate
 - ii. Colour theme to change to Blue and Gold to suit Team Logo
- UI Mockups
 - i. Layout is good to go
 - ii. Developers to follow design intuitively
- Diagrams
 - i. Use Case Diagram
 - ii. Sequence Diagrams
 - iii. ER Diagram
 - iv. Architecture Diagram
 - v. Application Workflow
 - vi. Diagrams to be drafted based on Project Requirements Write Up

b) Metrics to be used

- Bug
- Schedule
- Risk Management

c) Roles & Responsibilities Description

- Changes to be made
 - i. Ya Qing
 - 1. Remove 'Integrate Web Application and Database'
 - ii. Wen Guang



1. To edit: Design front-end GUI
- iii. Guo Hao
 1. To edit: Analyse project requirements from survey respondents
 2. To split: Manage Wiki Page and work with Project Manager to ensure uploaded information is accurate and up to date
 3. To edit: Streamline team processes
- iv. Victor
 1. To edit: Assist Business Analyst in gathering user requirements and monitor quantitative and qualitative user responses from requirements gathering
 2. To add: Manage any form of finances

d) Prepare for 1st Supervisor Meeting

- Flow of Presentation
 - i. The Team
 - ii. About the Project
 - iii. Issues
 - iv. Functionalities
 - v. Why Shake?
 - vi. Target Market
 - vii. Brief Timeline
 - viii. Project Management

e) AOB

- Schedule for Acceptance
 - i. Check with Prof Alan and Mentor for availability
 - ii. Date/time: 8 Nov (Friday), 7pm



4. Next Meeting	
Date of Meeting: (Day Month Year)	12 October 2013
Time: (hh:mm to hh:mm)	14:30 to 17:30
Venue:	SIS GSR 2.7

5. Pre-work/Preparation		
Description	Prepared by	Due Date
Email Prof Ben about proposal	Noelle	8 October 2013
Email Mentor for Acceptance Availability	Noelle	8 October 2013
Check with Supervisor for Acceptance Availability	Noelle	7 October 2013
Bug Metrics	Noelle	8 October 2013
Schedule Metrics	Noelle	12 October 2013
Risk Metrics	Noelle	14 October 2013
FYP Proposal (If necessary)	Noelle	14 October 2013
Change Wiki Colour Theme	Guo Hao	12 October 2013
Use Case Diagram	Victor	12 October 2013
Sequence Diagrams	Wen Guang, Kiran, Yaqing	12 October 2013
ER Diagram	Wen Guang	12 October 2013
Architecture Diagram	Guo Hao	12 October 2013
Application Workflow	Kiran	12 October 2013
Edit Roles & Responsibilities Description	Noelle	12 October 2013



IS480 AY2013/14 SEMESTER 2

Minutes Prepared By Low Wen Guang, Tan Guo Hao

Date 07 October 2013

Vetted and Edited By Tan Rui Jia Noelle

Date 08 October 2013