

# Team Meeting

<b>Meeting Minute Number</b>	19
<b>Date</b>	14/09/2014
<b>Time</b>	13:30 – 16:30
<b>Venue</b>	SIS GSR 3-3, SMU
<b>Attendees</b>	Kawi, Sithu, Thandar, Pei Qin, Ken
<b>Absentees</b>	
<b>Agenda Topics:</b>	1. Progress check for Mid-term presentation

S/N	Action items	Person Responsible	Deadline
1.	<p><u>Progress check for Mid-term presentation</u></p> <p><b>Functions Tested</b></p> <ol style="list-style-type: none"> <li>1. Login/Log out via Facebook</li> <li>2. Create, Update Registration Form</li> <li>3. Upload Document for Admin <u>(from Document repository)</u></li> <li>4. Role based authorization for teachers</li> <li>5. Export selective participant data</li> <li>6. Reuse existing documents in multiple programs</li> <li>7. Assign role-based access</li> <li>8. (Additional) Administrator Dashboard</li> <li>9. (Additional) Update participant's registered email</li> <li>10. Send automatic email at application status change <u>(Modify Email Content)</u></li> </ol> <p><b>Presentation Slide</b></p> <ul style="list-style-type: none"> <li>• Slide outline - 100% done</li> <li>• Highlight why the number of x-factor is small compared to other teams</li> <li>• UT 2 - 100% done</li> <li>• PM related - 100% done</li> </ul>		

	<ul style="list-style-type: none"><li>○ Highlight top 3 risks</li><li>○ Review of the metric</li><li>● Technical Complexity</li><li>● Reflection (Team, Sponsor, Supervisor)</li><li>● Values to Sponsor</li><li>● Comparison of Project Scope, Schedule (Plan Vs. Actual)</li></ul> <p><b>Things uploaded to Wiki</b></p> <ul style="list-style-type: none"><li>● Technical Diagrams<ul style="list-style-type: none"><li>○ Architecture Diagram</li><li>○ Update Use Case Diagram</li><li>○ Update ER Diagram</li><li>○ Update Event Flow Diagram</li></ul></li><li>● Meeting Minutes</li><li>● UT 2 related documents and chart</li><li>● Other documents and diagrams related to mid-term</li></ul>		
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**Summary of task list**

S/N	Task Name	Person Responsible	Deadline
1.			
2.			
3.			
4.			
5.			

Prepared by:

***Thandar Wai Myint***

Observers:

***Pei Qin, Ken***