

TEAM R&I

Supervisor Meeting Agenda

Meeting/Project Name:	2018T2 R&I		
Date of Meeting (DD/MM/YYYY):	06/08/2019	Time:	1900 - 2000
Meeting Facilitator:	Liting	Location:	SIS Office 4048

1. Meeting Objective

1. Demo
2. Slides/Poster
3. Weekly Updates

2. Attendees

Name	Attendance	Remarks
Chow Li Ting	Present	-
Teng Shu Yan Rachel	Present	-
Thevakumaren S/O Morgaya	Present	-
Raghav Gowri Sankar	Absent	Reservist
Mok Hao Ze Benjamin	Present	-
T S Kautham	Absent	Sick

3. Pre-work/Preparation (Documents/Handout to bring, reading materials, etc)

Description	Prepared By:
-	-

4. Agenda and Notes, Decision, Issues

Topic	Owner
Demo <ul style="list-style-type: none">- All the Date should standardize- Book appointment doesn't show- FX forward need filter button- Account statement module can't generate the chart sometimes<ul style="list-style-type: none">o Because if the account has a lot of transaction, the load time will be long. Sometimes, the PDF generation is faster than the chart generation.	Rachel
Poster <ul style="list-style-type: none">- Increase the size of the faces of the team and reduce the size of the stakeholders- Highlight the live instead of the IN	Liting
Slides	Liting

<ul style="list-style-type: none"> - Indicate the label for number of people in the charts - Include technical complexity and quality attributes in one slide <ul style="list-style-type: none"> o Extensibilities o Designing for Scalability o Load Testing (Load Data) <ul style="list-style-type: none"> ▪ Load a lot of data (can be transaction history) in the backend, single user refresh rate or retrieval rate is acceptable. 	
<p>Weekly Update</p> <ul style="list-style-type: none"> - Will stop developing features by 9 Aug - Focus on debugging and testing for the next 2 weeks - X-Factor in Ngee Ann Polytechnic is successful despite server crash. <ul style="list-style-type: none"> o The NP students still complete the document at their leisure timing and complete the quiz. - Aim to conduct UT8 over the long weekend. - Done with video filming. Editing in progress. 	Liting

5. Action Item		
Action	Owner	Due Date
Technical Complexity Slides	Benjamin & Rachel	11 Aug
UI Fix (Based on Supervisor Feedback)	Theva	11 Aug
Video Editing	Raghav	12 Aug
Finals Slides	Liting	17 Aug
Wiki	Liting	20 Aug

6. Next Meeting (if applicable)	
Date (DD/MM/YYYY):	20/08/2019
Time	1900 – 2000
Location	SIS Office 4048
Objective	Updates on project