



Supervisor Meeting Minutes

Meeting Information

Date/Time:	5 February 2018, 345PM – 445PM
Venue:	Prof Rafael's Office
Agenda:	Supervisor Meeting
Minutes by:	Cheryl Lee
Vetted by:	Ailin Cheau

Meeting Attendance

S/N	Team Member	Role (Refreshed)	
1	Cheryl LEE Sze Min	Project Manager / Quality Assurance	Present
2	CHEAU Nor Ailin	Backend Developer/ Solution Architect	Present
3	Grace FOO Huan Ting	Frontend Developer / Deputy iOS Developer	Present
4	LEE Pei Jia	iOS Developer / Deputy Front End	Present

Notes

S/N	Topic	Notes & Tasks
1	Presentation of Problem Statement	<p>What was the problem and how did we fix it?</p> <p>Apply this to:</p> <ol style="list-style-type: none">1. Change in team2. Purpose of project <p>Find out the major issue – lost 33% of task force AFTER acceptance</p> <p>What did we do? – Choose to continue with project and reshuffled roles to ensure we complete the project</p> <p>There isn't much time during the presentation – Set the stage within the 5 minutes.</p> <p>Good points:</p> <ol style="list-style-type: none">1. We have an external sponsor (NP) who has an interest in improving the mobile learning experience for students2. Learning on the go, learning on the bus <p>Try explaining to our grandmothers (someone who has no technical knowledge). Understand her concerns and try to angle the pitch to her.</p> <p>Throw the problem at the start, for sustained interest during the presentation. Don't make it sound like a sales pitch.</p>
2	Technical Complexity	<p>10 points.</p> <p>Based on the problem, are you doing the right solutions based on what you have learnt in the SIS Curriculum?</p> <p>How are you going to use this to add value to the customer?</p> <p>Suggestion:</p> <ol style="list-style-type: none">1. Fast learning of new programming language due to loss of team members



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		<ol style="list-style-type: none"> 2. How did we test the app? 3. System integration 4. Real complex issues that's unique to your team, things that are difficult for you, things that cause you pain
3	Presentation Demonstration	<p>Show what is working CRUD Stay in control during the presentation.</p> <p>As codes were dropped together when member left the group, current priority for midterms demo:</p> <ol style="list-style-type: none"> 1. Quiz 2. Micro learning content (notes) 3. Reflections 4. Videos 5. Survey Admin
4	UAT	<p>UAT tests for quality in terms of user experience and helps us to learn about our development process</p> <p>Follow IDP rules for UAT.</p>

To-Do

S/N	Task	Assigned to
1	Identify priorities to show for midterms	All
2	Team to prepare 5 minute presentation of problem during next supervisor's meeting	All
3	Team to prepare technical demonstration & review next supervisor meeting	All
4	Think of creative solutions to get around the problems faced in development	All