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| Date      | 15 October 2015  |
| Time      | 1300   |
| Venue     | SIS office 5018  |
| Attendees | 1) Cassandra Thai Jia Ying<br>2) Nguyen Nhat Minh<br>3) Stella Wong Hui Min<br>4) Prof Xiong Jie   |
| Agenda    | 1) Meeting and understanding requirements from Supervisor<br>2) Letting Supervisor to understand team dynamics<br>3) Getting feedback from Supervisor on team's current pace and ability |

## Establishing Project Requirements

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### Submission:

- We are to display proposal with clear defined requirements from Sponsor
  - o Submit to Supervisor by Saturday for feedback
- Detailed plan (milestones, schedule, percentage complete(good to have))
  - o Revamp the current proposal and improve aesthetic
- Presentation have a running demo that has a server. Using Meteor Server during acceptance.

### Things to be completed:

- Update wiki in 1-2 weeks.

### Presentation:

- UI needs to run to show (reasonable, core functions to be able to run)
- Presenting work (practice, everyone speaks, no need equally)
  - o Task: Schedule pre presentation with Supervisor for practice.

### Grading:

- Competing with other groups. Grading for other groups. Group score is max score (+ one subgrade)
  - o Contribution and effort
  - o Next semester once every week

## Additional Project Recommendation

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### Project Recommendations:

- References given:
  - o <https://www.coursera.org/> (online learning potential market → possible x factor)
    - Getting the good features and representation
- Number of clicks: Try to limit to 5 clicks unless necessary.
- Use a darker green for admin page.

### Presentation:

- Mention a lot of effort to make changes to front end resulting in longer time for front-end than back-end
  - o Showing the 1<sup>st</sup> prototype
  - o Appreciating efforts
- For color selection, mention that client prefers this color.

TEAM ELEMENT  
SUPERVISOR MEETING 01 MINUTES, 15 OCTOBER 2015

The meeting was adjourned at 1.45pm. These minutes will be circulated and adopted if there are no amendments reported in the next 3 days.

Prepared by:

Stella Wong Hui Min

Vetted and Edited by:

Cassandra Thai Jia Ying

