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| **Date:** | 06/11/2017 |
| **Time:** | 7:00pm |
| **Venue:**  | Library Project Room 4-18 |
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| **Attendees:** | Tan Yong Siang Ivan, Lyu Bowen, Teo Jin Yuan, Wang Shuwei, Jeremy Lee |
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| **Agenda:** | 1. Internal meeting update |

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|  | **Actionable** | **Who** | **Due Date** |

**Prepare Handover**

* Slides
* Source code (git hub)
* Documentation
* Outstanding issues
* Deployment guide
* User manual (Lab instructions, user guide)
* Design documents
* Testing results (Lab feedback - qualitrics)
* Google dashboard (user statistics)
* Misc (Poster, video)

**Compile Technical Complexity & Quality of product**

* Technical Complexity
	+ Interactive association graph (Jin yuan)
	+ XGBoost (Ivan)
* Quality of product
	+ Application configuration file (Jin yuan)
		- For user to supply parameters for the KDDLab
		- Remove the need to modify any source code
	+ Technical documentation
	+ Data sharing security (Bowen)
	+ Usage of system logger to analyse 🡪 for error handling

**UAT 3**

* Changes
	+ Better Error Message handling🡪 analyzing the log
	+ Frontend is not responsive after long duration of user inactivity (after session time out not handled properly, after 30mins)
	+ *Unsure where to edit the configurations when they drag into canvas - change the parameters of the boxes by double clicking on it* 🡪 *Maybe it would be good if there can be a tooltip for that..*
* Reject:
	+ Difficulty in dragging the node in the canvas. (limitation of library)
	+ Dragging functions from sidebar tab to canvas (limitation of library)
	+ *User not sure how to run after configuring the parameters* 🡪 *no run*
		- *User guide implemented*
		- *Interactive first-time tutorial*

Prepared by,

Jeremy Lee