

# GENERAL MINUTES #4

<b>Date:</b>	1 September 2012, Saturday
<b>Time:</b>	3:00 pm
<b>Venue:</b>	IIE Incubatee Lab
<b>Attendees:</b>	<p><b>CAN.ONE:</b></p> <ol style="list-style-type: none"> <li>1. Ardian Tjeng</li> <li>2. Grace Shintany Lee</li> <li>3. Melwin Tanu</li> <li>4. Tai Shi Ling</li> </ol> <p><b>GAMURAI:</b></p> <ol style="list-style-type: none"> <li>1. Zhi Yan</li> <li>2. Sze Ming</li> <li>3. Jessica</li> <li>4. Jin Yao</li> </ol>
<b>Absentees: (provide reason if any)</b>	1. Shira Aretti (Overseas)
<b>Agenda:</b>	<ol style="list-style-type: none"> <li>1. Benjamin Gan's Reply &amp; Marketing Research Friends</li> <li>2. Project Scope</li> <li>3. Role Rotation</li> <li>4. Academic Calendar</li> <li>5. Inclusion of Gamurai in Internal Activity</li> <li>6. Metro Design Assets</li> <li>7. Web App to Desktop App</li> <li>8. Project Schedule</li> </ol>

## DISCUSSION

No.	Details
1.	<p><u>Benjamin Gan's Reply &amp; Marketing Research Friends (Melwin)</u></p> <p>Benjamin wants to link us up with his contact MR friends want to work with Gamurai</p>
2.	<p><u>Project Scope (Melwin)</u></p> <p>Can.One will be working together with Gamurai with regards to face shape recommendations Jessica &amp; Jin Yao - Shi Ling &amp; Shira will be working closely to achieve this (within next week - Shira to arrange this meeting)</p>
3.	<p><u>Role Rotation (Grace)</u></p> <p>Tell them about the change in the role This is also because that we realised after everyone is back that some of our roles are more suited this way When it comes to Gamurai contact point with Can.One will remain the same - Melwin</p>
4.	<p><u>Academic Calendar (Grace)</u></p>

5.	<p><u>Inclusion of Gamurai in Internal Activity (Grace)</u></p> <p>Include the Gamurai Team into GoogleDrive</p> <ul style="list-style-type: none"> <li>○ This has been done, the reason is so that they can extract any information as and when you like</li> </ul> <p>Include the Gamurai Team into Redmine</p> <ul style="list-style-type: none"> <li>○ So that they can see our schedule</li> </ul> <p>Include Jin Yao on Internal Meeting</p> <ul style="list-style-type: none"> <li>○ We want to include Jin Yao in the internal meeting especially when it comes to the time when we are coding</li> </ul> <p>P.S. 1st November - There will be a ... exhibition and Gamurai will demo the project. It will be good if someone from the team can come and take some pictures/documentation.</p>
6.	<p><u>Metro Design Assets (Shi Ling covering Ardian)</u></p> <p>Covering for the items that Shi Ling has found regarding .psd items for Metro Design Melwin to introduce Wiresketcher to Gamurai</p>
7.	<p><u>Web App to Desktop App (Shi Ling)</u></p> <p>Project Expansion possibility</p>
8.	<p><u>Project Schedule</u></p> <p>To start the first iteration by mid September</p>

### TO-DOs

Task ID	Details	Date Due	Assigned To
1.	Add Gamurai Members to Redmine	Today	Shi Ling
2.	Project Scope Meet with Shi Ling, Shira, Jin Yao Shira to prepare the template for Project Scope	End of Week 3	Shira
3.	Team Logo To remove the temporary folder To put the new logo on the Team information page To put a copy of the logo at proposal v1.1	Next Meeting	Ardian
4.	Set up application framework and refactor Codes with Jin Yao	5 Aug, Wed	Shi Ling
5.	Install Visual Studio 2010, SQL Server 2008 and SQL Server Management Studio <b>(Refer to <a href="#">Development Environment</a>)</b>	5 Aug, Wed	Everyone

### NEXT GENERAL MEETING

<b>Date:</b>	Wed, 5 September 2012
<b>Time:</b>	7 PM
<b>Venue:</b>	SIS SR 3.2
<b>Agenda:</b>	TBA

**Meeting adjourned by:** 4:05PM

**Minutes taken by:** Grace Shintany Lee

**Vetted by:** Melwin Luis Tanu on 2 September 2012