

## AGENDA OF MEETING

Meeting Title	Consultation on User Requirements
Date	23-05-2012
Start Time	1900
End Time	2000
Called By	Glorya
Venue	SIS Level 3
Attendees	Glorya, Yosin, Minh, Prof. Lee Yeow Leong
Objective	Clarify on user requirements and use case diagram

### PREPARATION FOR MEETING:

Please Read:	Please Bring:
-	Laptop

### ACTION ITEMS FROM PREVIOUS MEETING:

No	Action Item	PIC	Comment	Due Date	Status
1	Logical Diagram	Glorya		23/05/2012	Done
2	Use Case Description	Minh		23/05/2012	Done
3	Revision of logical and use case description	Yosin		23/05/2012	Done
4	Updated wiki	Yosin	Use case diagram but NOT description	23/05/2012	Done

### AGENDA TOPIC:

No	Agenda Topic	PIC	Due Date
1	Use Case Description What makes a use case?	All	
2	What makes an iteration an iteration? Does iteration timing have to be fixed?	All	

## MINUTES OF MEETING

Meeting Title	
Date	23-05-2012
Start Time	1900
End Time	2000
Venue	SIS Level 3
Invitee List	Glorya, Yosin, Minh, Prof. Lee Yeow Leong
In Attendance	Glorya, Yosin, Minh, Prof. Lee Yeow Leong
Absent	NA

## DECISIONS:

No	Subject	Decision
1	Use Case Description	<p>-What makes an use case an use case?            Use case should be functionalities            Be specific in input flight schedule rather than import CSV            Import CSV → Bootstrap            For <b>Bootstrapping</b>, add the file format and file type in the use case description (date, number, text).            Export PDF, Adjust Database Capacity → <b>Manage Report</b>            Naming of the report is important. User must be able to find the report for the specific simulation. If the uncertainties are not too much, can use uncertainties to name the report.  <b>Customise logic</b> → Be specific about what are you trying to customize. What parameters you want to customize.  <b>Import Uncertainties</b>  <b>Run Simulation</b></p>
2	UI	<p>Use UI to help with gathering user requirements.            Clients usually will have a lot of feedback on the UI.            UI gives a better picture.            * Suggestion            Progress bar: Which step am I at            In comparing result            We want to know what are the parameters that users have entered</p>
3	Project Management	<p>-What makes an iteration an iteration?            -Does iteration timing has to be fixed?            Can be done in two ways: Fix timing or based on functionalities            Functionalities have varies difficulty, use fix timing per iteration is better.            If function is too simple, we can combine use cases.            If function is too complicated, we can break into sub use cases.</p>
4	Drawing every diagrams	Every diagram should be done before coding and update along the way.
5	Handling with client	<ol style="list-style-type: none"> <li>1. Capture requirements as clear as possible</li> <li>2. Be Proactive: suggest what is good to have → add value to the sponsor</li> </ol>

## ACTION ITEMS:

No	Action Item	PIC	Comment	Due Date	Status
1	UI Design	Minh			
2	Use Case	Glorya and Yosin		24/05/12	

CARRY-OVER ITEMS FOR NEXT MEETING:

No	Subject	Description
	nil	

NOTES:

Prepared by,

Glorya

Vetted and edited by,

Minh