

DATE	14 February 2014
TIME	4.30pm
VENUE	SIS GSR 2-6
ATTENDEE(S)	Chua Pei Shan, Gwendolin Tan, Ng ZhenYuan, Lim Xin Yi, Shemin Ang Supervisor – Mr. Alan Megargel
ABSENTEE(S)	-

AGENDA	1. Mid-Term Slides Feedback
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Topics	Details
Slides Feedback	1. Technical Complexity <ul style="list-style-type: none"> • Show codes on how we do. • For Complexity 4: Draw the circle to be more accurate. 2. User Testing 1 <ul style="list-style-type: none"> • Show before and after for the major findings. Freeze one screen during presentation. 3. X-factor <ul style="list-style-type: none"> • Give a business scenario, what does consolidation and deconsolidation means to client. What is the business purpose – Why would they want to do it? 3. Project Management <ul style="list-style-type: none"> • Schedule Metrics – The legend is unclear (Remove) <ul style="list-style-type: none"> ○ Should show either on track or not on track only. (One Line, remove the blue points and the legend) • Show the Planned VS Changed. • Man Hours Metrics <ul style="list-style-type: none"> ○ Take out the blue line. • Show change log
Change Log	1. Change log should not include scope change. 2. Change request that cause us to rewrite / write a new piece of code for the features.
AOB	Answer on “Why is the emission factor important that every manager needs to have their own settings”. Client told team that this should be a admin feature however team did propose the admin feature to client and was rejected previously hence client says that the emission factor to be in the profile management page. The emission factor varies from company to company and not by manager to manager.

S/N	Task	Member Responsible	Due Date
1	Update of Slides	Pei Shan	Next meeting

The meeting ended at 5.31pm. These minutes will be circulated and adopted if there are no amendments reported on the next three days.

Prepared by,
Xin Yi

Vetted and edited by,
Pei Shan