

# INTERNAL MEETING 11

DATE	28/6/17
TIME	2115 - 2200
VENUE	Skype
ATTENDEES	Jaren Jazreel Marcus Shreyas Celestine
ABSENTEES	Jeryl
AGENDA	<ol style="list-style-type: none"> <li>1. Discuss feedback given by course coordinator pertaining to scope structure</li> <li>2. Finalize Prototyping Development Timeline for Hi Fi Prototype 1</li> <li>3. Discuss testing structure and the need for maintenance after System Go – Live</li> <li>4. Discuss remaining tasks left prior to the start of development in the next iteration.</li> </ol>

## AGENDA

Item	Description
1	<ul style="list-style-type: none"> <li>• The need for shifting scoping around is to be clarified with the project supervisor before proceeding.</li> <li>• Additional details are to be provided in the scope to include features that are not explicitly visible to the client.</li> <li>• All other changes such as those pertaining to schedule and specific scope questions have been rectified and are to be posted on the wiki.</li> </ul>
2	<ul style="list-style-type: none"> <li>• Feedback from the client is to be expected on Friday, 30/06/2017 following which work on the Hi – Fi Prototype 1 can be initiated</li> <li>• Scenario and persona documentation are to be finalised on Saturday, 01/07/2017</li> <li>• Additional Prototype discussions will be carried out on Sunday given the details within the persona and scenario</li> </ul>
3	<ul style="list-style-type: none"> <li>• During the project development and execution phase, Testing will be done in 3 main stages               <ul style="list-style-type: none"> <li>○ Local Testing</li> <li>○ Development Server Testing</li> <li>○ Production Server Testing with emulated user input</li> </ul> </li> <li>• The issue of whether there is a need for System Go – Live to be pushed forward such that maintenance can be performed with live users has to be clarified with supervisor.</li> <li>• If such a requirement is present, the likely course of action is that one of the functionality (Geospatial Analytics) will have its scope reduced.</li> </ul>

4	<ul style="list-style-type: none"> <li>• With regards to pre-development, tentative iteration schedule breakdown is to be given to assist in schedule planning</li> <li>• Core functionality is to be broken down into another tier in order to facilitate with tracking task metrics.</li> <li>• Core functionality overview is to be detailed so that it can be displayed on the wiki</li> </ul>
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The meeting was adjourned at 2200 with the next meeting scheduled on 02/07/2017.

## TASK LIST

Task	Action by
<ul style="list-style-type: none"> <li>• Inclusion of Hi Fi Prototype Changes and creation of Hi Fi Prototype 1</li> </ul>	Jazreel (02/07)
<ul style="list-style-type: none"> <li>• Breakdown of core functionality breakdown by 1 tier</li> </ul>	Marcus (01/07)
<ul style="list-style-type: none"> <li>• Scenario Documentation</li> <li>• Overview of the Core Functionality for Wiki Purposes</li> <li>• Rough Schedule for development iteration</li> </ul>	Jaren (02/07)
<ul style="list-style-type: none"> <li>• Email sent to supervisor enquiring about the potential change in scope and go live date.</li> <li>• Discussion for prototype changes based on scenario and persona documentation</li> <li>• Update of detailed Task List for Iteration 5</li> </ul>	SK (02/07 )
<ul style="list-style-type: none"> <li>• Update of schedule to Wiki</li> <li>• Update of Risk Management to Wiki</li> </ul>	Jeryl (02/07)

These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Vetted by,  
Celestine

Vetted by,  
Shreyas