TEAM MEETING MINUTES

Date:	07/10/2015
Time:	1600hrs
Venue:	Minh's Place & Li Ka Shing Library Project Meeting Room 4.5
Attendees:	Eva Tan Guan Hua, Claudia Foong Pui Shuen , Goh Yi Xuan, Karen Lim Wen Yan, Nguyen Luong Thanh, Vu Hoang Minh

Agenda:	<u>IDP (1)</u>
	   a. Finalise hi-fi prototype v1.1
	   b. Revise scenarios
	   c. Draft study design
	
	<u>FYP (2)</u>
	   a. Schedule acceptance
	   b. Finalise roles and responsibilities
	   c. Iteration 1 breakdown
	   d. Brief on git
	   e. Brief on folder structure
	   f. Brief on atom

No.	Task	Follow Up(Person-In-Charge)	Deadline
1a.	Finalise hi-fi prototype v1.1	Tools to use for prototype: axure/tableu (Minh/Yi Xuan)	08102015
1b.	Revise scenarios: ➢ Updated scenarios to reflect changes in graph types and where scenarios are set	-	-
1c.	Draft study design: ➢ Drafted first version of script for user study	Draft design: ➢ Goals and data ➢ Recruiting ➢ Environment (Team)	08102015
2a.	Schedule acceptance	Email prof Gan about the timeslot as there is an error and try booking again. Otherwise email Prof Gan once project proposal draft v1.10 is completed. (Karen)	07102015
2b.	Project proposal draft 2: ➢ Project milestone	(Karen)	11102015

2c.	Finalise roles and responsibilities:
	   1. Project manager: Karen
	       a. Oversee the entire project
	       b. Align team's progress with
		Update "about us" on our wiki page. (Karen)	07102015

project schedule

    c. Facilitate internal and external meetings

    d. Resource allocation and high level schedule planning

2. Technical Lead: Minh
   a. Maintain and oversee development and version control
   b. Design system and code organisation
   c. Ensure project's best practices and coding standards
   d. Mentor team on technical and functional aspects

3. Front-end Developer: Claudia
   a. Develop and maintain design wireframes, mock-ups and specifications
   b. Create user interface components
   c. Develop functional web application
   d. Support technical feasibility of UI/UX

4. Quality Assurance Lead:
   a. Develop test cases and evaluate the results
   b. Conduct web application tests and report test results
   c. Ensure web application meets the highest quality for our client
   d. Assist in UI design

5. Back-end Developer: Yi Xuan
   a. Develop application API
   b. Integrate user-facing elements developed by front-end developer(s) with server side logic
   c. Building reusable codes and libraries for future use

6. Back-end Developer: Jason

	a. Develop application API b. Integrate user-facing elements developed by front-end developer(s) with server side logic Building reusable codes and libraries for future use		
2d.	Iteration 1 breakdown: ➢ Design + reading up on technologies and tools - 5 days ➢ Implementation - 10 days ➢ Testing - 5 days ➢ Debugging - 5 days	-	-
2e.	Brief on Git: ➢ Setup Environment on Bitbucket for Development Collaboration	Read the materials posted on Trello (Team)	-
2f.	Brief on Folder Structure	-	-
2g.	Brief on Atom: ➢ Setup Environment for Atom	-	-

Vetted by: Eva

Follow up: To be circulated amongst team