

<b>DATE</b>	10 January 2014
<b>TIME</b>	3.30pm
<b>VENUE</b>	Project Room 4.13
<b>ATTENDEE(S)</b>	Chua Pei Shan, Gwendolin Tan, Lim Xin Yi, Shemin Ang, Ng ZhenYuan
<b>ABSENTEE(S)</b>	-

<b>AGENDA</b>	<ol style="list-style-type: none"> <li>1. Preparation for Supervisor Meeting.</li> <li>2. Improvement on User Interface.</li> <li>3. Project Review for the next few Iteration.</li> <li>4. Plans for next few Supervisor and Client Meeting.</li> </ol>
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Topics	Details
Preparation for Supervisor Meeting	<ol style="list-style-type: none"> <li>1. Give a Recap on what our project is about and include the following:                             <ul style="list-style-type: none"> <li>• Give an Overview of our Project</li> <li>• What are the changes made during the holiday</li> </ul> </li> <li>2. Inform Supervisor with the following:                             <ul style="list-style-type: none"> <li>• Changes to inform Supervisor:                                     <ul style="list-style-type: none"> <li>○ Scope of Scalability, change in database and interface.</li> <li>○ Separation of Product Function   <ul style="list-style-type: none"> <li>✓ This is a change as we have done it before acceptance)</li> </ul> </li> <li>○ Application would allow user to edit the location of the markers with lane</li> <li>○ Currently, we allow user to save markers with no lane</li> </ul> </li> <li>• Expansion of Scope:                                     <ul style="list-style-type: none"> <li>○ Export Functionality</li> </ul> </li> </ul> </li> <li>3. New structure of our functionalities                             <ul style="list-style-type: none"> <li>• Show Priority Circle</li> <li>• Additional Function before acceptance is currently shifted to Secondary Function</li> </ul> </li> <li>4. Project Highlight:                             <ul style="list-style-type: none"> <li>• Restructure of Database during holiday.                                     <ul style="list-style-type: none"> <li>○ Feedback from client after acceptance regarding scalability and we need to cater it in our database.</li> </ul> </li> </ul> </li> <li>4. Show updated Metrics and Schedule.</li> <li>5. X-Factor                             <ul style="list-style-type: none"> <li>• Either Consolidation &amp; Deconsolidation or Managing of Markers</li> <li>• Managing Markers will includes: Rename Marker, Drag &amp; Drop,</li> </ul> </li> </ol>

	<p>Relocate, Consolidate, Deconsolidate</p> <p>6. Questions for Supervisor:</p> <ul style="list-style-type: none"> <li>• What is considered a change requirement and should the team handle it?</li> <li>• Can X-factor be done developed after mid-term?</li> <li>• Do we need to lock Wiki as we signed NDA? Can we lock only certain documents?</li> </ul>
Improvement on User Interface	<p>1. Scenario Management Page</p> <ul style="list-style-type: none"> <li>• Keep within one page without user saving.</li> <li>• Use swipe instead of everything in one page. (For example, in single scenario page, user can swipe to go to multiple scenario page)</li> <li>• Show loading sign when loading is in process.</li> </ul>
Project Review for the next few Iteration	<p>Iteration 6</p> <ul style="list-style-type: none"> <li>• Product, Edit Scenario, Delete Scenario</li> </ul> <p>Iteration 7</p> <ul style="list-style-type: none"> <li>• Consolidation</li> <li>• UAT, Heuristic</li> </ul> <p>Iteration 8</p> <ul style="list-style-type: none"> <li>• Deconsolidation, Interactive Tool Tip</li> <li>• UAT 2 and UAT 3 can subsequently</li> </ul>
Plans for next few Supervisor and Client Meeting	<p>Supervisor Meeting (14 Jan): Ask about mid-term</p> <p>Client Meeting (20 Jan): Ask about mid-term</p> <p>Supervisor Meeting(27 Jan): Ask/Show preparation materials for Mid-Term</p> <p>Client Meeting (3 Feb): Rehearse with Client</p> <p>Supervisor Meeting (14 Feb): Rehearse with Supervisor</p> <p>Client Meeting (17 Feb): Rehearse with Client for the 2<sup>nd</sup> Time</p>

S/N	Task	Member Responsible	Due Date

The meeting ended at 8.30pm. 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