

DATE	30 October 2013
TIME	4pm
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	<ol style="list-style-type: none"> 1. Revision for Proposal 2. Project Progress
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Topics	Details
Proposal	<ol style="list-style-type: none"> 1. Group the scope into Functionality Area for Priority Scope. 2. Separate Iteration and Milestones. <ul style="list-style-type: none"> • Stars should be milestones to school side. (UAT, Mid-Term, Presentation) • Iteration. 3. UAT should be before Mid-Term as a Milestone. 4. Business Process: How users are going to use the tool. 5. Do product comparison / Competitor Analysis. 6. Just name Mr. Tan Pang Jin as Sponsor. List all of them down and put Mr. Tan is the Lead.
Project Progress	<ol style="list-style-type: none"> 1. Man Hours should be in terms of percentage. 2. Should have a document to keep track of how many hours are being used.
Acceptance Presentation Slides	<ol style="list-style-type: none"> 1. Feedback on Draft Acceptance Slides. <ul style="list-style-type: none"> • Put demo after stakeholders. • Indicate who the stakeholders are, what are their needs • Give Project overview based on the Priority circle, what we are going to build. • Add in product comparison • Do not need to include coding convention. • Show architecture, data model, use case diagram. • System architecture diagram should include web server, database and interface. • Should have a video or animated, UI mock up. Use hand drawn. • Show storyboard on video, followed by a demo.

S/N	Task	Member Responsible	Due Date
1	Send a meeting invitation for Acceptance Date	Pei Shan	26/10/2013

The meeting ended at 4.45pm. 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,