

DATE	16 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. Change in Scope 2. Project Management Advise 3. User Interface 4. AOB
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Topics	Details
Change in Scope	1. Scope is confirmed and approved by Prof Alan.
Project Management Advise	<p>1. Metrics</p> <p>a) Schedule</p> <ul style="list-style-type: none"> • Track Schedule in terms of duration (How many days each, what are the features you want to build) <p>b) Effort</p> <ul style="list-style-type: none"> • Track effort in man hours • Get from detailed project plan and the number of hours consumed. • Measured in terms of percentage. (Example: Exceeded by 10%) • Man hours can be consumed by another team member if there are spare times on other team members. <p>For metrics, we need to measure the total number of man hours. Analyse how accurate we are in terms of effort and schedule. Example, We are on time or one day ahead or exceeding.</p> <p>2. Project Acceptance</p> <ul style="list-style-type: none"> • Show completed prototype for: Map Interface, Form Interface and Routing. • For Database, show by opening up the phpMyAdmin. • Provide a High Level View of Project Plan, Milestone, Iteration (these are the features that we are going to build) • Provide Metrics (Schedule, Effort, Bug Tracking) • What we going to build. • Provide Critical Path • Include Scope • Whatever we present, needs to be on wiki. • Include X-factor:

- To them is scenario comparison but to client is a What-if
- Interactive Graph – Visual Analytics

3. Project Plan/ Schedule

- Total Effort Required/Current Man Hours: 928 hours
- Map our entire project plan
- Total Effort Required
- Critical Path for every iteration
- Two functionalities running concurrently as long as there is no dependent. Resource allocation.

4. Programming Man Hours

- Have a programming man hour for developers to log in the man hours used during coding.
- Reviewers do not check commit timings.

5. Testing

- One Heuristic Testing for User Interface is required.
- At least two UAT (Most group do 2-3):
 - 1 UAT before Mid Term
 - 1 UAT before Final Term
 - This is used to compare and show improvement performed before and after UAT.
- Can get friends to do or people with
- Do not Omit Testing
- UAT is used to capture functionality bug.

6. Measure Performance for Web Application

- Measure Response Time
- How long user use to create a scenario
- Use Log Timestamp. (Write into a log and we can analyse – Example: 25 seconds to load a scenario)
- Show before and after.

7. Buffer Period:

- Before Acceptance, we don't need to have buffer, after acceptance, every iteration will have buffer time.
- Buffer measured in man hours.

8. Mid-Term

- Prepare High Level View for Milestone, Iterations, Metrics
- Prepare revise project plan to see what the changes are. (Compare before and after)
- Complete application after before mid-term or after mid-term is

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	<p>alright.</p> <ul style="list-style-type: none"> • Light in terms of scope, best is before mid-term. (Enhancement: Before final is good, so that we can have prove of deployment on client side and get feedback from client.) • Mid terms to final, improving on web applications user experience.
User Interface	<p>1. Create a textbox to allow users to describe overview of scenario. 2. Interactive Visualization for Chart.</p> <p>Supervisor Feedback: Acceptable.</p>
AOB	<p>Next Wednesday Supervisor Meeting, show draft proposal, wiki and presentation slides (if possible).</p>

S/N	Task	Member Responsible	Due Date
1	Set up meeting with Prof Alan	Pei Shan	20/10/2013

The meeting ended at 4pm. 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