TEAM HEI

SUPERVISOR MEETING MINUTES 02, 8 JANUARY 2015

Subject:	Minutes 02
Date:	8 January 2015
Time:	1.00 pm
Venue:	SMU SIS, Level 5 Supervisor's Office
Secretary:	Ngoh Jun Dat

Attendees:

1. Professor Benjamin Gan
2. Ngoh Jun Dat
3. Chester Chiew Wei Hong
4. Jasmine Lin Qianru
5. Keith Tan Xiang Wei
6. Kong Yu Ning

Meeting Agenda:

1. Schedule
2. Metrics
3. Demonstration
4. Challenges/Issues
5. Questions

Planned Agenda
1. Schedule **1.1.** Jun Dat presented the schedule and explained that currently a major bug is identified and it hindered the team's progress. **1.2.** The issue is that the application is unable to send emails to a large group of recipients. **1.3.** Prof Ben advised that the team should not stop development to solve the bug but instead assign a member to look into the bug and the remaining developers to push ahead. **2. User Test** **2.1.** Prof Ben advised that the team would need to have a test plan for User Test and in the test plan; it should specify the goals of the test. He added that this is largely similar to the test we conducted in IDP module. The team added that they have a

Test Plan currently.

3. **Burndown Chart**
   3.1. Prof Ben advised the team to look at past teams' burndown chart so as to understand how to present this metric in the Midterm Presentation.
   3.2. Jun Dat is tasked to look into this.

4. **Mid-Fidelity Prototype**
   4.1. Prof Ben advised that the team to include our mid-fidelity prototype in wiki.
   4.2. Similarly, the team may choose to draw on whiteboard and to drop the images into their meeting minutes or upload it on wiki.

5. **Roles, Responsibilities & Work Allocation**
   5.1. Prof Ben commented that the current work allocation can be improved so as to "load balance" the work load within the team.
   5.2. Jun Dat is tasked to ensure an even work allocation within the team.

6. **Test Cases**
   6.1. Prof Ben mentioned that the test cases should be in Google Drive so as to facilitate collaboration within the team.

7. **Amazon EC2**
   7.1. Prof Ben said that the team should turn on the server during Supervisor Meeting so as to perform our demonstration.

8. **Demonstration**
   8.1. Prof Ben commented that the current campaign should be before the scheduled campaign.

9. **Midterm Presentation**
   9.1. Prof Ben mentioned that the following items are required for our Midterm Presentation:
      9.1.1. Workflow of Application
      9.1.2. Metrics
      9.1.3. Architecture Diagram for Front-End, Back-End and Database
      9.1.4. Project Timeline
   9.2. Prof Ben asked for Jun Dat to come out with the contents of our Midterm Presentation for his review.

Action Items:

Task	Member in-charge
Test Plan	Jasmine
Burndown Chart	Jun Dat
Upload Mid-Fidelity Prototype on IS480 Wiki	Keith
Roles, Responsibilities & Work Allocation	Jun Dat

Upload Test Cases in Google Drive	Jasmine
UI Amendment	Keith
Midterm Presentation Deck	Jun Dat

The meeting was adjourned at 2.30 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Ngoh Jun Dat

Vetted and edited by,

Kong Yu Ning