**Supervisor Meeting Minutes #1**

|  |  |
| --- | --- |
| **Date:** | 7th July 2012 |
| **Time:** | 11am to 12pm |
| **Venue:** | SIS MR 4-6 |
| **Attendees:** | Professor Debin, Jeffrey and Keli |
| **Absentee:** | Kevin, Yi Zao, Yingyue |
| **Agenda:** | 1. Update our supervisor about latest proposal and process diagram 2. Important items to discuss with Masami 3. Project Resources (*Subversion.. etc)* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **To-do List** | **Person I/C** | **Due Date** | **Remarks** |
| 1. | Prepare the Project Schedule with defined iterations.  *(e.g. Documentation for a feature, coding, deployment, testing* | Kevin |  | Prof Debin urged us to ensure that our Project Schedule will contain a defined set of iterations. |
| 2. | Update Wiki as and when individual components (E.g. Use Case, documentation, minutes, Schedule) are ready. | Keli |  | *We don’t need to put our latest Proposal into Wiki. Debin would be happy to view the individual components that are laid out in our Wiki.* |

|  |  |  |
| --- | --- | --- |
| **Content for meetings’ agenda** | | ***Action By*** |
| 1 | **Update our Supervisor about our latest project proposal & process diagram and get feedbacks**  **Overall:**  Prof Debin feels that our Project Scope is good. Continue to learn on the technical aspects of our project, define iterations in Project Schedule and update our Wiki.  Project Schedule - Must be specific, at the end of an iteration update the supervisor  **Project Risks identified with the help of Debin**   1. Web Portal Feature: **Media Management Feature** – Editor JQuery UI research 2. Database usage (Sponsor’s Cloud Database OR our self-sourced online Database?) 3. Learning Android native development 4. Limited Android handsets/phones used by our team   **Prototype to develop for our Acceptance:**  Encouraged to develop both Mobile and Web Portal features. This means showing integration. Reason being that we can show to Ben Gan that our team has kick-started developments for our Web Portal features, which are presently the biggest risk in our project. |  |
| 2 | **Important items to discuss with Masami**   1. **Database to hold our pictures and text descriptions:**   We have to talk to Masami to find out whether we’re able to touch/ meddle with their current cloud database code type or rely on an online database.   1. **Touching/ use sponsor’s code**   We have to talk to Masami to find out how we can integrate our codes that implement our features to our sponsor’s code base. |  |
| 3 | **Project Risk Document**   1. **Add losing team member as a risk**   Adding the fact that Larry is going to leave the team into the risk document is essential as he is our main developer   1. **Add sponsor not willing to reveal database source code as a risk**   Debin mentioned that having the sponsor to reveal to us the database and directly inserting information is a high risk as it essentially tweaks the actual information. |  |
| 4 | **Project Resources**  **Subversion** – Possible to send an email request to Fiona for one (To be discussed in next team meeting)  **Android phones** – If we need more Android phones for testing, we have to request from the school or self-source the phones | Ask Masami if Keli could have the phone back. |

Prepared by,

Zheng Keli and Jeffrey Ng

Vetted and edited by,

Jeffrey Ng