

INTERNAL MEETING 7

DATE	4/6/17
TIME	1500 – 1800
VENUE	SMU Labs
ATTENDEES	Jaren Jazreel Marcus Shreyas
ABSENTEES	Jeryl Celestine
AGENDA	<ol style="list-style-type: none">1. Functionalities2. Scheduling and Timeline3. Navigation Diagram

AGENDA

Item	Description
1	<p>Functionalities</p> <ul style="list-style-type: none">• Grouped by development category and prioritised based on dependency chain• Expanded on sub-functionalities within each functionality• Estimated development time forecasted
2	<p>Scheduling</p> <ul style="list-style-type: none">• Demarcation of design, programming and administrative tasks• Creation of internal deadlines and milestones <p>Timeline</p> <ul style="list-style-type: none">• Each sub-functionality was decomposed to include<ul style="list-style-type: none">○ Estimated development time○ Estimated documentation time○ Estimated testing time• Timeline was devised following agile methodology
3	<p>Navigation Diagram</p> <ul style="list-style-type: none">• Adjustments made to in-app views• Integration with sub-functionalities

The meeting was adjourned at 1800 with the next meeting scheduled on 6/6/17.

TASK LIST

Task	Action by
Functionality Prioritisation	Jaren, Marcus (6 June)
Building of sample mobile app	Jaren, Marcus (6 June)
Med-fi prototype	Jazreel (8 June)
First draft of schedule	Shreyas (6 June)

These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Vetted by,
Marcus

Vetted by,
Shreyas