

Date:	16th Oct 2013
Time:	3:30 PM – 4:30 PM
Venue:	Prof Ben's Office
Attendees:	Team: <ul style="list-style-type: none"> • Eng Sen • Yousof • Shanaaz Supervisor: Prof Ben
Meeting discussion:	<p>Advice given by Prof Ben:</p> <p>If there is any requirement that requires something out of the scope of IS480, request assistance from the client. Team has to understand what is within scope for IS480.</p> <p>Client should initiate the contact and support user-testing if external testing is to be done (Polytechnics students using Singpath)</p> <p>The team need to determine whether what the client request is within scope, give due consideration. Not everything the client says is a must.</p> <p>All learning process done by acceptance try to do up 30% but since the team only accepted the project recently, the percentage is lowered.</p> <p>Follow sponsor requirement - pivotal tracker For IS480, use tools that you think will helps you to show your progress.</p>

Prepared by,

Eng Sen