

Team Meeting

Meeting Minute Number	04
Date	29/05/2014
Time	19:30 – 22:30
Venue	SOE GSR 2-17, SMU
Attendees	Ken, Chengchi, Kawi, Sithu, Thandar
Absentees	-
Agenda Topics:	<ol style="list-style-type: none"> 1. Updates from team members 2. Discuss on To-Be Business Process 3. Discuss on Low-fi Prototype 4. Discuss on Project Proposal 5. Set next meeting time

S/N	Action items	Person Responsible	Deadline
1.	<p><u>Updates from team members</u></p> <p>Update from Ken Present Low-fi Prototype for Iteration 1</p> <p>Update from Sithu Share the research and decision on technologies for the development</p> <p>Update from Kawi Clarify how to estimate the task duration Share planned task duration for Iteration 1</p> <p>Update from Thandar Raise the urgent need for proposal and business related documents</p> <p>Update from Chengchi Plan to prepare to-be process with team</p>		

2.	<p><u>Discuss on To-Be Business Process</u></p> <ul style="list-style-type: none"> Automate the email except for the stage where the skillseed team needs to make decision in selecting the participants and checking the uploaded documents Participants can upload their documents/CV/resume via the System Project Skillseed team can check the status of registration of the participants Task 1: Create To-Be Process Diagram and Business Process Write Up 	Task 1: Chengchi	<p>30/05/2014 (business process write up only)</p> <p>31/05/2014 (to-be process diagram)</p>
3.	<p><u>Discuss on Low-fi Prototype</u></p> <p>Ken explained the structure and flow of the prototype</p> <p>Below are some comments from the team</p> <ul style="list-style-type: none"> Make Sign in Button bigger Put dropdown to Register (or any better design) Home page looks plain Log in Page needs to be standardized Put Participants' Left side bar menu into drop down list Search function needs to be effective (refer to competitors) Task 2: Modify prototype 	Task 2: Ken	<p>30/05/2014 (before meeting with Sponsor)</p>
4.	<p><u>Discuss on Project Proposal</u></p> <p>Chengchi has not worked on it yet. The discussion is shifted to next meeting.</p>		
5.	<p><u>Set next meeting time</u></p> <p>Sponsor Meeting Date: 30/05/2014 Time: 7:30 pm Venue: McDonald at Raffles Place</p> <p>Note*: Prototype and To-Be business process is critical.</p>		

Summary of task list

S/N	Task Name	Person Responsible	Deadline
1.	<ol style="list-style-type: none"> 1. Upload team's info to wiki 2. Briefing for Iteration 1 3. Risk Management Plan 4. Development Process documentation 5. Create Metrics (Schedule, man-hour, bug, change log) 	Thandar	<i>Task 1:</i> 02/06/2014 <i>Task 2:</i> 01/06/2014 <i>Task 3:</i> 02/06/2014 <i>Task 4:</i> 31/05/2014 <i>Task 5:</i> 15/06/2014
2.	<ol style="list-style-type: none"> 1. Modify Prototype 	Ken	30/05/2014 <i>(before meeting with Sponsor)</i>
3.	<ol style="list-style-type: none"> 1. Database Structure 2. Draw ER Diagram 	Kawi	<i>Task 1:</i> 03/06/2014 <i>Task 2:</i> 03/06/2014
4.		Sithu	
5.	<ol style="list-style-type: none"> 1. Create To-Be Process Diagram and Business Process Write Up 2. Update Wiki Template 3. Document Team's Motivation 4. Create Business Process Story Board 	Chengchi	<i>Task1:</i> 30/05/2014 <i>(business process write up only)</i> : 31/05/2014 <i>(to-be</i>

			<i>process diagram)</i> <i>Task 2:</i> <i>01/06/2014</i> <i>Task 3:</i> <i>01/06/2014</i>
6.	1. Document selected technologies and practices together with technical challenges and complexity – Kawi, Sithu	Kawi,Sithu	<i>04/06/2014</i>
7.	1. Discuss about development plan for future iteration	Thandar, Kawi, Sithu	<i>07/06/2014</i>
8.	1. LOMS update 2. Come up with X-Factor	Team	<i>Task 1:</i> <i>30/06/2014</i> <i>Task 2:</i> <i>07/06/2014</i>

Prepared by:

Thandar Wai Myint

Observers:

Kawi, Chengchi