



Internal Meeting

Date	16 May 2016
Time	6:30 pm – 10:00 pm
Venue	SMU FYP Room
Attendees	Tan Ai Xin Clinton Ang Samantha Ng Lim Zi Ling Joanna Tan
Absentee	-
Agenda	<ol style="list-style-type: none">1. Prepare the slides for stakeholder meeting2. Rehearse deck of slides for Monday meeting with stakeholders3. Wrap up for Sprint 1 and plan for sprint 2

AGENDA

No.	Task
1.	<p>Prepare the slides for stakeholder meeting</p> <ul style="list-style-type: none">• Meeting date with various stakeholders is confirmed and is set on Monday, 23 May 2016.• Team come together and discuss about the things to present to stakeholders.• Team discuss the presentation flow and things to present:<ul style="list-style-type: none">➤ About the requirement gathering result<ul style="list-style-type: none">▪ Team go through the fields for the different feature and access rights accordingly to ensure that everyone in the team is on the same page.▪ Show the business value, market research and the things that our application can value add to the stakeholders.➤ On front UI/UX to present for paper prototype<ul style="list-style-type: none">▪ Paper prototype on the different view for the different access rights are drawn and ready to be presented to stakeholders on Monday.▪ Refine the content/details of the paper prototype among team so that the design of the paper prototype flows nicely and properly with minimal clicks and user friendly.➤ Regarding the timeline:<ul style="list-style-type: none">▪ To share with stakeholders on the definition and purpose of product release, UT and UAT.

	<ul style="list-style-type: none"> ▪ Share with the stakeholders the deployment dates and UAT dates to make sure that there are enough users available during testing dates for UAT.
2.	Rehearse deck of slides for Monday meeting with stakeholders <ul style="list-style-type: none"> • Set the presentation flow and make necessary changes to the slides.
3.	Wrap up for Sprint 1 and plan for Sprint 2 <ul style="list-style-type: none"> • Documentation are properly and nicely done up. • Proposal are sent to Professor Benjamin to vet and got approved. • Coders are task to start coding as plan (16 May 2016). • Quality assurance will start on preparing list of test cases. • Project manager will monitor and track the team progress as well as liaising with various stakeholders.

ACTION ITEMS

Action Items	Person Responsible	Deadline
Create the slides	Samantha Ng and Tan Ai Xin	16 May 2016
Add the necessary content to the slides	Team	18 May 2016
Prepare speech and rehearse together	Team	20 May 2016
Coding task to start	Clinton Ang, Joanna Tan and Samantha Ng	16 May 2016
Test cases and manage team progress	Lim Zi Ling and Tan Ai Xin	16 May 2016

Prepared by Tan Ai Xin

Vetted and edited by Joanna Tan