Date:	30/08/2017 (Wednesday)
Time:	2.00pm - 3.00pm
Venue:	Prof Office Level 5
Attendees:	Team PlusMinus: Low Wen Jun (Belynda) Rafid Aziz Tan Ming Kwang Gwee Wei Ling Mario Yeremia Ngawing Eugene Tan Wei Hong Supervisor: Paul Griffin
Agenda:	- Update of Team's progress

	To-Do	Assignment	Due Date
1	Make the necessary edits to the chart/diagram in wiki	Belynda	10 Sept
2	To add new test cases with regards to non-functional aspects	Rafid	10 Sept

	Things Discussed	Conclusion

1	**Test Cases:**
	- To add in testing for performance
	- Not only functions
	- Stress test
	    - For instance, can the system take 10/100 users?
	- Test Non-functional aspects
	    - Security Issues	

2	**Prof Questions:**
	1. What have we done so far?
	    a. _Completed_ Course Module, except for some validations
	    b. _Completed_ the AI chatbot,	

		just need to train more c. *Completed* Account Settings, such as updating passwords and personal information d. *Currently working on* Quiz module, but we can create/mark quiz already e. *Currently working on* User Module whereby superusers can allocated the access rights and also create new users 2. How do we do testing? a. Conduct testing before the sprint ends b. 14 day sprint will be splited into 9, 2, and 3. Coding will take place in the first 9 days, then testing for 2 days, then followed by debugging for 3 days 3. When is the next UT? a. Next UT will take place in the midst of Sprint 9. Which is 2-3 weeks before Midterms and 1-2 week after completing Quiz Module (as buffer) 4. What are the results of your previous UT a. Showed prof Paul the feedback collected from wiki. b. Access: https://wiki.smu.edu.sg/is480/img_auth.php/9/91/Plusminus_UT_1_Results.pdf 5. Where do we deploy to? a. Deploy to Azure and to AMK testing server	
3		**Discuss x-Factor:** 1. Definition of a real user? a. Production server b. Not on UAT server c. Db fixed etc	

	d. Real application
	   e. Part of the user real job
	 2. 10 Real users can achieve
	 3. 20 Course can achieve
	 4. 20 Quizzes can achieve
	 5. Daily hits of 50 queries can argue as 50 on average a da
	   a. Show evidence that hit
	   b. Show numbers
	   c. Can use the third party platform to show the dashboards
	 6. Evidence to show you have 250 questions in the system
	   a. Show the portal etc	

4	**Others:** **Burndown chart:** - Can have staggered estimated hours - To adjusst the estimated sprint hours on the go **Task metrics:** - Look at/Think about happened at the dips? - Think about What did you learn? - Think about What did it happened again in later sprints? - Think about How do you respond to the problems? What did you do to prevent the problems? **Bug metrics:** - Think about Why is there a spike? - Logging bugs wrongly - What did you learn? - Always test on the deployment server. It might work in the local server but not on the deployment server - For task score >20 remove 'halt development' and say 'schedule a debugging session immediately'. **Technical Diagram:**	

	- To add environments into technical diagram **Necessary to Note:** - To do a technical documentation and user documentation - Do a proper hand over and sign off. **What to do when client wants a change:** - Put all changes into the change management. - Ask to **send email** when they want to have something new. - Ask for black and white. - Be strict!! - If we accept the change then will only execute it in the next sprint	

The meeting was adjourned at 3.00pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,
Low Wen Jun

Vetted and edited by,
Rafid Aziz