

INTERNAL MINUTES #12

Date:	24/10/2012
Time:	7:00 pm
Venue:	SIS GSR 2.7
Attendees:	<ol style="list-style-type: none"> 1. Ardian Tjeng 2. Grace Shintany Lee 3. Shira Aretti 4. Tai Shi Ling 5. Melwin Luis Tanu (from 8:00pm)
Absentees: (provide reason if any)	-
Agenda:	<ol style="list-style-type: none"> 1. Finalize Pre-Acceptance Survey Questions 2. Revise Schedule 3. Discuss about member roles and responsibilities 4. Shira & Ardian Continue Coding

DISCUSSION

No.	Details
1.	<p>Finalizing Pre-Acceptance Survey Questions</p> <ul style="list-style-type: none"> - edit the survey questions - survey link: http://smusg.asia.qualtrics.com/SE/?SID=SV_do3zXFhkzbjX6vj - everyone needs to get at least 10 respondents
2.	<p>Revise Schedule</p> <ul style="list-style-type: none"> - Add one iteration before acceptance (Iteration 3: 24 Oct - 3 Nov) <p>Job Scope:</p> <ul style="list-style-type: none"> Categories page UI - (Ardian)2hr Search brand page UI - (Ardian)3hr Creating Shopping & Brand Links UI - (Ardian)2hr Creating shopping page UI - (Ardian)2hr Checking if user is logged in when buying item - (Shira)3hr Add 3D object to the avatar head & Reset - (Shi Ling)9hr Change display avatar to partial view - (Shira)3hr Generate Hash Key for Avatar and set it as Cookie - (Shi Ling)3hr DAO for User and Profile - (Melwin)6hr

3.	<p>Discuss about member roles and responsibilities</p> <p><u>Change member role with effect from Supervisor Meeting</u></p> <ul style="list-style-type: none"> - Melwin to be the Lead Developer <ul style="list-style-type: none"> <i>job description :</i> - review code - manage Redmine - code - assign programming task - Grace to be the Project Manager <ul style="list-style-type: none"> <i>job description :</i> - vet minutes - communicating with Benjamin Gan, Supervisor & Gamurai - arrange meetings & Venue - maintain metrics - maintain Wiki Page <p><u>Revise Technical Analyst job description</u></p> <p><i>new job description :</i></p> <ul style="list-style-type: none"> - maintain the development environment (server,etc.) - design application back end - deployment - load testing <p><u>Update Roles & Responsibilities document</u></p> <p>New version of the document can be found here.</p>
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TO-DOs

Task ID	Details	Date Due	Assigned To
1.	Storyboard and user persona	26 Oct	Shira
2.	Architecture diagram	27 Oct	Shi Ling
3.	Distribute survey	27 Oct	All
4.	Wireframe prototype	TBA	Grace
5.	Finish UI for user management, landing page, and shopping	27 Oct	Ardian

NEXT MEETING

Date:	26 October 2012
Time:	7:00 PM
Venue:	SIS Level 4 Meeting Room
Agenda:	Update supervisor with group progress: <ul style="list-style-type: none"> - Schedule revision - Changes in roles and responsibilities - Present user persona, storyboard, and paper prototype - Code progress demonstration - Present pre-acceptance survey (optional)

Meeting adjourned by: 10.30pm

Minutes taken by: Grace Shintany Lee

Vetted by: Melwin Luis Tanu on 25th October 2012