



## TEAM HEI

### TEAM MEETING MINUTES 03, 29 JUNE 2014

<b>Subject:</b>	Minutes 03
<b>Date:</b>	29 June 2014
<b>Time:</b>	1330
<b>Venue:</b>	SMU SIS, Level 4
<b>Secretary:</b>	Jasmine Lin Qianru

#### Attendees:

1. Ngoh Jun Dat
2. Chester Chiew Wei Hong
3. Jasmine Lin Qianru
4. Keith Tan Xiang Wei
5. Kong Yu Ning

#### Meeting Agenda:

1. Software Development Process Framework Presentation
2. Academic Term to Embark on IS480
3. IS480 Project Proposal
4. Technology Sharing Session

#### Planned Agenda

- 1. Software Development Process Framework Presentation**
  - 1.1.** Jasmine presented on the different software development process frameworks such as Waterfall model, Rational Unified Process (RUP) and Agile Software Development.
- 2. Academic Term to Embark on IS480**
  - 2.1.** The team discussed about the best period to undertake IS480 and in view of the pros/cons of taking in Year 3, Term 2 and Year 4, Term 1, it was decided that the team will take it together in Year 3 Term 2.
  - 2.2.** Iteration 1 of IS480 will start during the school term in Year 3, Term 1.
  - 2.3.** In other to meet the target of taking IS480 in Year 3, Term 2, the team has committed to meet every weekend if need be.

### **3. IS480 Project Proposal**

**3.1.** Yu Ning will craft the 2-page project proposal for the Case Challenge application which will be presented by Keith to IDA for request of sponsorship/mentorship.

### **4. Technology Sharing Session**

**4.1.** The team decided that it would be beneficial to learn development tools that would be useful for IS480.

**4.2.** Beginning from next meeting, one team member will be assigned to do a 5 minute technology sharing. The rationale of this is to learn from each other and at the same time, enhance the technological awareness of the team.

**4.3.** Chester will take the lead by giving lesson on the fundamentals of Android and Keith will follow-up with more advance lesson.

#### **Action Items:**

<b>Task</b>	<b>Due Date</b>	<b>Member in-charge</b>
IS480 Project Proposal	5 July 2014	Yu Ning
Android Lesson	5 July 2014	Chester

The meeting was adjourned at 4.20 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

**Prepared by,**

Kong Yu Ning

**Vetted and edited by,**

Ngoh Jun Dat