

Internal Meeting 8

**Date:** 5 January 2016

**Time:** 330pm – 530pm

**Venue:** SIS gsr 2.1

**Attendees:** Xu Xiaoxia, Lim Jianxian, Ronny, Liang Bing

**Absentees:** NIL

**Agenda:**

1. Roles re-arrangement
2. Discuss new term’s schedule
3. Discuss new term’s sponsor and supervisor meeting
4. Discuss Chunxiao’s application of joining the team
5. Moving forward

Roles re-arrangement

* Zam quit the team and Jianxian join the team as the new project manager and deputy

Discuss new term’s schedule

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| 10-12 admin meeting – for PM stuff |  | | |  | 0900am whole day meeting for combining codes | 0900 am  Whole day meeting for development |
| 330 onwards Xiaoxia, Jianxian, LB pp |  |  | 330 Supervisor meeting | 530-630pm prepare for sponsor meeting |
|  |  | Xiaoxia, Jianxian,LB pp | 7pm sponsor meeting |
|  |  |  |  |

Discuss new term’s sponsor and supervisor meeting

* Supervisor meeting is Thu 330 pm weekly
* Sponsor meeting is Fri 7pm weekly

Discuss Chunxiao’s application of joining the team

* We decided not to accept her.

Moving forward

* Github

Should have back up of the latest copy in dropbox

All members download github desktop app and install by next meeting

Next meeting we will set up the github account on everyone’s laptop.Research

* For supervisor meeting

Midterm – should sponsor come?

What should we present and do for midterm?

What is the requirement?

What does the reviewer need?

Steven Hoi, Chris Bosh are out reviewers.

* For sponsor meeting

Their google play account and password

Their email’s SMTP credentials

* For wiki

Update risk management section: member change

* Research

Google play write-up

How to link to Wordpress database

**To do:**

|  |  |  |  |
| --- | --- | --- | --- |
| No | Task | Person In-charge | Due |
| 1 | Set up Github Account | Jian Xian | 6/1/16 |
| 2 | Schedule supervisor meeting | Liang Bin | 5/1/16 |
| 3 | Schedule sponsorship meeting | Jian Xian | 5/1/16 |

Next meeting is on 8 Jan 2016 Week 1.

Prepared by

Liang Bing

Vetted and edited by,

Jian Xian