

<b>DATE</b>	25 August 2013
<b>TIME</b>	3.30pm
<b>VENUE</b>	SIS GSR 2-6
<b>ATTENDEE(S)</b>	Chua Pei Shan, Gwendolin Tan, Ng ZhenYuan, Lim Xin Yi, Shemin Ang Supervisor – Mr. Alan Megargel
<b>ABSENTEE(S)</b>	-

<b>AGENDA</b>	<ol style="list-style-type: none"> <li>1. Introduction of Group Members</li> <li>2. Inform Supervisor about Project Details</li> <li>3. Proposal</li> <li>4. Acceptance</li> <li>5. Important points to take note</li> </ol>
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<b>Topics</b>	<b>Details</b>
Inform Supervisor about Project Details	<p><b>Web Application:</b> A high level Supply Chain Planning Tool that helps the supply chain manager to locate different entities like supplier, clients and manufacturing plants on a map. The application will generate a network route for the managers. With the inputs that the manager gives, the application is able to calculate different parameters and come out with a report for the manager to analyze. He can use this planning tool to compare different scenarios and make decisions with it.</p> <ul style="list-style-type: none"> <li>• Type of User: Manager</li> <li>• Supervisor suggested to have an administrator role to manage the content of the web application</li> </ul>
Proposal	<ul style="list-style-type: none"> <li>• To review with Supervisor before sending in to Prof Ben Gan to review the scope and project plan.</li> <li>• When feedback is given by Prof Ben Gan, team needs to improve the proposal and upload it on wiki.</li> </ul>
Acceptance	<ul style="list-style-type: none"> <li>• What is needed: <b><u>Project Plan, Demo, Wiki</u></b> <ul style="list-style-type: none"> <li>○ Wiki: needs to be up and in good form, structured, content : Project scope, deliverables, architecture, roles. Note: Everything that we are going to present in Acceptance must be in Wiki</li> <li>○ Demo: Prototype must be workable and deployed. (e.g. core function). It is to present the technical skills of the team (to prove that the team is capable to build this project), remember to set up the environment, framework.</li> </ul> </li> <li>• Stakeholders Roles:                             <ul style="list-style-type: none"> <li>○ Instructor Kar Way represents the Green Transformation Lab. We need to confirm the project scope with client</li> <li>○ Supervisor Role: To ensure that our team has a good project plan,</li> </ul> </li> </ul>

	<p>guide us on getting through different milestone, what is needed during the acceptance etc</p>
<p>Important points to take note</p>	<ul style="list-style-type: none"> <li>• <b>Project Management:</b> decide on the Methodology for Project Management. It is about meeting the quality and ensures that the project is on track with the project plan. The team should have different metrics to present on the project management. (e.g. schedule and bug metrics)</li> <li>• <b>Feature/ time based:</b> supervisor advised us on <b>feature based</b>, since we have clear requirements. If we are trying new functions and we want to finish it in 2 weeks, deploy it use <b>time based</b>.             <ul style="list-style-type: none"> <li>○ If iteration is based on feature, our team needs to decide on number of iterations needed and the features to deliver and to decide what our group should do if there is insufficient time (do we push to next iteration, or extend iteration).</li> </ul> </li> <li>• <b>Features:</b> Log down what are the features in our scope (For Acceptance), prioritize features and get agreement from client that if there is insufficient time, we will not be able to build the features that are at a lower priority.</li> <li>• <b>Scope/ Requirements:</b> Scope is used to set directions (Main features to build). Requirements are more detailed, how applications are going to work</li> <li>• <b>Use Case:</b> For use cases, give an ID to each case for traceability. Have a test plan for our project requirements. We will use this test cases and test out our system to check if our system has met each individual requirement.</li> <li>• <b>Project Plan:</b> What are the iterations, what do the team wants to build, have the schedule and testing plans. Do remember to calculate total man hours. (total man hours, 1 meeting, 1 hour &gt;&gt; total 5 man hours if 5 people) (Per iteration how much time required, which iteration we consume more, estimate how many man hours used and left) (Chart to show the estimated effort) (Percentage against iteration)</li> <li>• If we are able to manage project well, we will be able to deliver the web application.</li> <li>• Supervisor’s advice that the scope might be insufficient and we need to add more “cool” functionalities in because it does not seems to be complex enough. (E.g. 1) Get the flight schedules from online, do it real time, pull data in, vessels, trains. 2) Save the scenario into data format – Download or revert back to the previous version or compare two versions. 3) Be able to show a manager’s scenario against another person’s to do the what-if analysis. For example, they might want to analyze the different parameters: which scenario will consume more fuel (impact)). 4) If there are changes in algorithm, they are able to change it without much effort. 5) Scalability of the project 6) They might want a weightage against each parameters to decide which is the best scenario.</li> <li>• We must be very clear of our X-Factor!</li> <li>• The supervisor meeting will be on Wednesday 3.30pm fortnightly.</li> </ul>

# Meeting Minutes 1 with Supervisor | 2013

	<ul style="list-style-type: none"><li>• For SVN, there will be no audit needed and there is no pair programming.</li><li>• Things to be uploaded on the Wikipedia: Metrics and meeting minutes.</li><li>• Every meeting minute should be sent to Prof Alan.</li></ul>
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S/N	Task	Member Responsible	Due Date
1	Set up meeting bi-weekly with Supervisor	Pei Shan	29.09.2013
2	Send Meeting Minutes to Supervisor	Pei Shan	1.10.2013

The meeting ended at 4.32pm. These minutes will be circulated and adopted if there are no amendments reported on the next three days.

Prepared by,  
Xin Yi

Vetted and edited by,  
Pei Shan