



INTERNAL MEETING MINUTES

Iteration No.	3
Meeting No.	1
Date of Meeting: (Day Month Year)	09 November 2013
Time: (hh:mm to hh:mm)	13:00 to 14:00
Venue:	SIS GSR 2.6
Meeting Chairperson	Tan Rui Jia Noelle

1. Meeting Agenda

- (a) Pre – Iteration Planning
- (b) Review of Requirements
- (c) AOB

2. Attendance**Name [Absent/Present]**

Bie Ya Qing [Present]

Low Wen Guang [Present]

Sebastian Kiran Joy [Present]

Tan Guo Hao [Present]

Tan Rui Jia Noelle [Present]

Victor Lee Hong Zhi [Present]

3. Discussed Content**Topic**

- (a) Pre – Iteration Planning
 - i. Iteration consists of 3 functionalities

- a. Search for Events (Web and Mobile)
- b. Analytics (Web)
- c. Shake to Talk (Mobile)
- ii. Development should end by 20th November. Buffer is for 1 day, from 20th to 21st November.
- iii. Nearing exams – Therefore if development is delayed by 18th November, inform PM to consider possibilities of pushing remaining functions to iteration after exam

(b) Review of Requirements

- i. Acceptance comment: To come up with a criteria that will decide which functionalities should be adopted and which can be disposed
 - a. Think along the lines of practicality, usability, ease and speed of adoption, value-addedness to current app.
 - b. Keep in mind scope creep, lack of time and the tasks on hand but don't discount current progress.
 - c. Each person name 2 criteria in no more than 15 words per sentence
 - d. Top 4 to be chosen
 - 1. YQ: The function must be profitable.
 - 2. YQ: The function must engage users.
 - 3. GH: The function must not disrupt existing functionalities and app usability
 - 4. **GH: The function must attract at least a subset of our target audience [I]**
 - 5. **WG: The function must be attainable within team's limits. [II]**
 - 6. WG: The function must be lacking in the marketplace.
 - 7. Kiran: The function must meet multiple event organisers inputs and pass further internal discussion.
 - 8. **Kiran: The function must be essential and relevant to ANY/EVERY event. [III]**
 - 9. Victor: The function must meet the needs of event organisers.
 - 10. Victor: The function must be scalable.
 - 11. **Noelle: The function must be measurable and able to contribute to the advanced analytics function. [IIIIII]**

(c) AOB

- i. Next mentor meeting: 20 November
- ii. Iteration should end on 24 November
- iii. Exam break until 8 December

4. Next Meeting

Date of Meeting: (Day Month Year)	24 November 2013
Time: (hh:mm to hh:mm)	14:00 to 15:00
Venue:	SIS Level 2 Study Tables outside SR 2.4

5. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)

Description	Prepared by	Due Date
Create Test Cases for Iteration 3 functionalities	Wen Guang	18 November 2013

Minutes Prepared By Victor Lee Hong Zhi, Tan Guo Hao

Date 09 November 2013

Vetted and Edited By Tan Rui Jia Noelle

Date 10 November 2013