

## CHOCOLICIOUS MEETING MINUTES #6

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**Date:** 25 Jul 2014  
**Time:** 5pm  
**Venue:** Groventure Office - 61 Shun Li, Kaki Bukit Avenue 1.

**Attendees:** Terence, Trecia, Jinq-Yi, Ming Min & Zhen Jie

**Apologies:** Safi - Internship

**Agenda:**

1. Preparation for supervisor meeting #2
2. Project progress
3. Any other business

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	Note/ Task	Actor	Due Date
1	<ul style="list-style-type: none"> <li>- To demo systems (logic &amp; UI)</li> <li>- Prepare database and remove redundant user</li> <li>- Go through ppt.</li> </ul>	Zhen Jie	26 Jul 2014
2	<p>ACCEPTANCE PRESENTATION</p> <ul style="list-style-type: none"> <li>- Zhen Jie to do budgeting process diagram</li> <li>- External risk &amp; mitigation are discussed – refer to slide 14 in Google Drive ppt. (more stakeholders are involved, seriousness has been raised. Maintenance issue is mitigated)</li> <li>- Analytics dashboard must be able to give insights and help user to make decision. Team to brainstorm type of analytics.</li> <li>- Terence to fill up slides 53 – Report generation</li> <li>- Justify the usage of Ruby on rails: Please read up “Why we chose ruby” in google doc.</li> <li>- Solution to programming language is not to change the programming language but to come out with a comprehensive maintenance plan – On Job training.</li> </ul>	As stated in note	26 Jul 2014
3	Mingmin will be nominated for the WSG for project continuation in the subsequent years.	-	-
4	For claim function, OFIN suggested to add in feature – vendor management. Team to note that it is a secondary feature which will be given low priority.	-	-
5	<p>PROJECT SCHEDULE TO CHANGE:</p> <ul style="list-style-type: none"> <li>- Report generation has to change to later iterations.</li> <li>- Iteration 6’s coding has to be shifted to iteration 5.</li> <li>- Iteration 8’s coding has to be shifted to iteration 5.</li> <li>- Iteration 9’s coding (change, reserve, pull back formula) shift to iteration 6.</li> <li>- Iteration 10’s coding (reserve, withdrawal, approve/ request) shifts to iteration 6.</li> <li>- More coding task (code for analytics dashboard spread across few iterations)</li> </ul>	Trecia	25 Jul 2014
6	To update Safi	Trecia	26 Jul 2014

The meeting was adjourned at 6pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,  
Zhen Jie

Vetted and edited by,