

**Meeting Minutes**

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| **Meeting Type** | Team |
| **Meeting Number** | 11 |
| **Date & Time** | 21th October 2015 |
| **Venue** | SOE GSR 2-6 |
| **Facilitator** | Chor Yi |
| **Secretary** | Chung Kit |
| **Attendees** | Jeon Je Min  Loh Chung Kit  Poon Chor Yi  Tan Kia Yong |

**AGENDA**

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| **No.** | **Agenda** |
| 1 | Iteration 3 Planning |
| 3 | Wiki Update |

**MINUTES**

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| **No.** | **Agenda** | **Discussion** |
| 1 | Iteration 2 Updates (TEAM) | Functions to be developed:   * Purchase Access Codes * View Purchased Access Codes * View Purchase History   Views:   * Starteur Test Store * Confirmation Page * View Access Codes Purchased * View Payment History (collated) * View Individual Payment History   Controllers:   * Billing Record * Billing Line Item * Access Code   Methods:   * Create billing record * Create billing line item * Create access code * Retrieve access codes purchased by educator * Retrieve billing records under educator   User Stories:   * Educator should be able to purchase “x” amount of access codes. * Access code & Usage should be shown * Billing record should be shown   Planning of tasks   * Will take longer hours as it is more complicated than Batch Management |
| 2 | Wiki Update | Updated wiki front page and set structure of wiki pages.  Team reflected that team wiki should be colourful and reflect different pages   * Team wiki: Home, Midterm, Final * About Us; Project Team, Learning Outcomes * Project Overview: Scope, Description, Motivation, Client, Market Research * Project Management: Schedule, Schedule metrics, Bug metrics, Risk Management, Change Management * Documentation: Diagrams (Architecture, Use Case), Meeting Minutes, Design Documents, User Testings |

**ACTION ITEMS**

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| **Task** | **Due Date** | **In-charge** |
| Coding Task | 28th October | Chung Kit, Kia Yong, JJ |
| Continue Wiki Updates | 29th October | Chor Yi |
| Arrange for meeting with supervisor | 30th October | Chor Yi |