

**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
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| 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
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**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  |