



TEAM HEI

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## TEAM MEETING MINUTES 13, 15 JANUARY 2015

<b>Subject:</b>	Minutes 13
<b>Date:</b>	15 January 2015
<b>Time:</b>	7.00 pm
<b>Venue:</b>	SMU Library, Project Room 4-14
<b>Secretary:</b>	Ngoh Jun Dat

### Attendees:

1. Ngoh Jun Dat
2. Chester Chiew Wei Hong
3. Jasmine Lin Qianru
4. Keith Tan Xiang Wei
5. Kong Yu Ning

### Meeting Agenda:

1. Project Updates
2. Midterm Presentation
3. IS480 Final Presentation Planning
4. Weekly Team Meeting
5. Supervisor Meeting Slides
6. User Test 02

### Planned Agenda

#### 1. Project Updates

- 1.1. Yu Ning showed the analytics dashboard that he has created.
- 1.2. Chester provided status updates for his tasks.
- 1.3. Keith demonstrated his improved User Interface.

#### 2. Midterm Presentation

- 2.1. As discussed, the team decided that we would attend a few Midterm Presentations so as to learn from other teams.

#### 3. IS480 Final Presentation Planning

- 3.1. Jun Dat mentioned that he has created an ExcelSheet and would require the team to fill in their respective exam timetables.
- 3.2. This is to facilitate planning for IS480 Final Presentation.

#### **4. Weekly Team Meeting**

**4.1.** As the team has finally completed their module bidding for the term, a day is fixed for weekly team meeting.

**4.2.** It is decided that the team would be having regular meeting on Tuesday.

#### **5. Supervisor Meeting Slides**

**5.1.** Jun Dat went through the Supervisor Meeting Slides that he has created and added in updates from the team.

**5.2.** Jun Dat to complete the Supervisor Meeting Slides for tomorrow Supervisor Meeting.

#### **6. User Test 02**

**6.1.** User Test 02 as set on 16 January will proceed as planned.

#### **Others**

##### **1. JIRA**

**1.1.** Jun Dat added that JIRA, our project management tool is ready for use.

##### **2. User Test 04**

**2.1.** Jun Dat updated the team that he would reach out to YCH Group this coming Saturday, 17 January 2015 to enquire if the company would be willing to participate in our user test.

**2.2.** Jun Dat added that YCH Group will be participant for our UT4 if IDA is not able to confirm with Ministry of Manpower.

#### **Action Items:**

<b>Task</b>	<b>Due Date</b>	<b>Member in-charge</b>
Supervisor Meeting Slides	16 January 2015	Jun Dat
User Test 04 Participant	17 January 2015	Jun Dat

The meeting was adjourned at 10.00 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

**Prepared by,**

Ngoh Jun Dat

**Vetted and edited by,**

Kong Yu Ning