

Date: 04/03/2016
Time: 1530 - 1630
Venue: SIS MR 4-1

Attendees: Gauri
 Sin Xin Yee
 Tay Guang Wen
 Yap Wei Heng
 Lim Xin Yi

Agenda: 1. Updating Mok on our work so far
 2. Feedback from Mok
 3. Going through midterm feedback

	Task/ Description	Person-in-charge	Due Date
1	<u>Mid-term feedback (Alan):</u> <ul style="list-style-type: none"> • Take into consideration feedback from both reviewers • Change management: impact and effort as criteria for change management. • Schedule metrics: look at how other teams do it • Sponsor comments: PM have to manage Wilson's expectations about his response time he expects • Technical complexity: Diff projects have different complexity. (eg. find out about different frameworks, something someone never do before) ours can be studying what was given to us and we had to study and work from there. • TC: is it easy to change things without touching your code? How configurable? • TC: How easy is it to maintain your system? • UT: based on Alan's feedback, show that we have done some improvement from midterms. Include quantitative results for subsequent UT. Volunteers of Eco Singapore are considered users also. • UAT: is the final and who is accepting the project which will be Wilson. After UAT, we sign off the project and pass it over to him. • Modal instead of javascript alert: We should have told alan that users are ok with it thus we did not see the need to make changes to that. 	ALL	
2	<u>Mid-Term feedback (Ben Gan):</u> <ul style="list-style-type: none"> • Separate sponsor effort and team effort: need to be clear and show the difference • Change management: some changes important require a lot of efforts but still need to change. • Prepare simple account for reviewers to test with during the demo. 	ALL	

	<ul style="list-style-type: none"> • Role play: actor to be the one keying in • Use Google Analytics to analyze data on our website. • Opening market research might target real users: include sec sch students and not just our age group • Target group might want to consider their activities: include more relevant activities that are more applicable to target users. • Get quantitative results from our UT so we can quote figures for our presentation 		
	<p><u>Finals</u></p> <ul style="list-style-type: none"> • Whether we can finish the project by finals • Configurable? Maintainability? • Challenge: Finish the features 		

The meeting was adjourned at 1630 hrs. These minutes will be circulated and adopted if there are no amendments reported in the next 24 hours.

Prepared by,
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Vetted and edited by,
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