Team Meeting

Meeting Minute Number	05
Date	01/06/2014
Time	10:30 – 13:30
Venue	SOB GSR 3-35, SMU
Attendees	Ken, Chengchi, Kawi, Sithu, Thandar
Absentees	-
Agenda Topics:	1. Updates from team members 2. Briefing on Iteration 1 3. Discuss on Proposal 4. Team Reflection on commitment and task efficiency 5. Discuss on Development 6. Set for next meeting time

S/N	Action items	Person Responsible	Deadline
1.	<u>Updates from team members</u> **Updates from Ken** No tasks was assigned **Updates from Kawi** Share the task estimation for Iteration 1 **Updates from Sithu** Share the research about back end technologies and tools **Update from Thandar** Discuss about project scope based on the Sponsor meeting **Updates from Chengchi** Share the competitor analysis, draft proposal, To-Be business process diagram		

2.	**Briefing on Iteration 1** Thandar briefs the plan for Iteration 1. Iteration Start Date: 02/06/2014 Iteration End Date: 28/06/2014 Functionalities: - Low-Fi Prototype - Login/Log out - CRUD account - CRUD email templates ***Required Documents*** - Development Task Duration Log (both for front-end & back-end system development tasks) - Document of technologies & tools used in back-end system - Document of technologies & tools used in front-end system - Task 1: Create Task Duration Log Template - Task 2: Create a document of technologies & tools used in back-end system - Task 3: Create a document of technologies & tools used in front-end system	Task 1: Kawi Task 2: Sithu & Kawi Task 3: Ken & Chengchi	*Task1 :* *02/06/2014* *Task 2:* *04/06/2014* *Task 3:* *04/06/2014*
3.	**Discuss on Proposal** Team gives comments on the proposal. ***Project Description*** - Use standardize term for "Project Skillseed" - Change education platform to local social enterprise - The description of the business process is not necessary - Avoid using technical terms in the proposal (e.g. CRUD) - Be careful with the Grammar & Phrasing - The paragraph does not describe what we are doing - Registration form is user friendly, the problem is cannot save - The sentences are vade and ambiguous, difficult for an outsider to understand and allows to draw any conclusion	Task 4: Chengchi Task 5: Thandar	*Task 4:* *02/06/2014* *Task 5:* *03/06/2014*

	• Be specific, concrete, precise and explain properly what we are doing • Use power words such as "seamlessly", "integrated" ***Motivation*** • Need to highlight on main problem (cannot save progress) • Refer to Problems & Solutions Document for the problems • Add in the important pain points and request from Sponsor • Insert team's objective (e.g. want to help sponsor) • Avoid using vade and ambiguous words (such as business goal, brought a lot of pains) • Be specific and hit the main point • Familiar with the solution, objective of the system, problems that the team is going to solve • Make sure the proposal reflects what the team is going to do • Elaborate Project Scope properly (do not make it seems little and does not fit for IS480) • Task 4: Refine Project Proposal (Description, Motivation) • Task 5: Project Proposal (remaining parts)		
4.	<u>Team Reflection on commitment and task efficiency</u> Every team member share what they have done on their own (took initiative) **Ken** 1. SSD 2. Use Cases 3. Wireframe **Kawi** 1. Wireframe Sketch 2. Use Cases 3. Set up structure (github) 4. Research on technology, testing and continuous integration		

Sithu
1. Research on back-end technology (Node.js, express, other package & JS)
2. Research on Sublime 2 technology

Chengchi
1. Business flow diagram/description (with the team)
2. Analysis of Skillseed and Competitors' websites
3. Partial Proposal

Thandar
1. Meeting Minutes
2. Project Scope, Schedule
3. Development Life cycle
4. Documentation on Problems & solutions
5. Roles & Responsibilities
6. Ground Rules

Feedbacks from Performance Checkers
Ken (by Sithu)
- SSD and use cases are fine, later phase, they need to be modified
- Excellent job on wireframe
- Recommend to have more research on UI

Kawi (by Ken)
- Sketch Wireframe was very helpful
- Did better job in use case diagram
- Took initiative on technologies and system related matters

Sithu (by Chengchi)
- Has done many research on technologies
- Research knowledge is not well transferred, there is no proper documentation to refer

Thandar (by Kawi)
- Has done good job as PM
- Task oriented and push the team to do the tasks (forcing

| | is not so harsh, maintain good balance like now)
• Will let know when it is too harsh
Chengchi (by team)
• Most of the tasks were done as a team
• Lack initiative as a Business Analyst
• The quality of the tasks are not up to the standard
• Need to check the task deadlines and perform the task on time
• Miss most of the important tasks needed to be done as Business Analyst
• Research on competitors' websites was good
• Remember the responsibilities of BA and try to find the relevant tasks to BA (do not wait for PM to assign)
• Give more commitment and manage the tasks properly
• Speak up to PM or the team when it is overloading you

Feedback from PM to the whole team
• Keep the team dynamic and collaborative
• Speak up whenever there is an issue or the assigned tasks are overloading
• Finish the assigned tasks that meet the required standard in time
• Acknowledge each other's job and give inputs if there is a need
• Everyone needs to know the structure of the files inside Dropbox and Google Drive
• PM will not control the members totally, will give freedom with the trust and belief in all of you | | |
| 4. | Discuss on Development

Project Scope
• No significant changes
• Creating new front-end system for marketing can be dropped as Sponsor is fine not to have it

Development Plan
• No significant changes
• Address what Ms. Huijia mentioned in previous meeting | | |

	Integration with Wordpress • Needs to try out and test the compatibility with the system • Will focus more on the back-end system for now **Task Distribution** • Front-end System – Lead Designer (Ken) • Back-end System – System Analyst (Kawi), Lead Developer (Sithu) • Required architectural documentation – System Analyst (Kawi), Business Analyst (Chengchi) • Checking Business-IT alignment – Business Analyst (Chengchi)		
5.	<u>Set for next meeting time</u> **Team Meeting** Date: 05/06/2014 Time: 8:00 pm Venue: To be confirmed		

Summary of task list

S/N	Task Name	Person Responsible	Deadline
1.	Project Proposal (remaining parts)	Thandar	*03/06/2014*
2.	Create Task Duration Log Template	Kawi	*02/06/2014*
3.	Refine Project Proposal (Description, Motivation)	Chengchi	*02/06/2014*
4.	Create a document of technologies & tools used in back-end system	Kawi, Sithu	*04/06/2014*
5.	Create a document of technologies & tools used in front-end system	Ken, Chengchi	*04/06/2014*

Prepared by:

Thandar Wai Myint

Observers:

Ken, Chengchi