TEAM HEI

TEAM MEETING MINUTES 06, 26 AUGUST 2014

Subject:	Minutes 06
Date:	26 August 2014
Time:	1900
Venue:	SMU SIS, GSR 2.6
Secretary:	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. Repository
2. Project Schedule
3. Microsoft Visual Studio IDE
4. IS480 Wiki
5. Automated Testing
6. Software Development Framework
7. IS480 Project Proposal
8. Acceptance Presentation Slides

Planned Agenda

1. Repository
    1.1. The team decided on the use of BitBucket as our repository.
    1.2. Keith demonstrated the use of BitBucket as our IS480 version control tool.
 	
2. Project Schedule
    2.1. Jun Dat has completed the schedule with the basic and would require the Product Backlog to being the task allocation.
    2.2. Keith responded that we would need to work out a proposed Product Backlog for IDA's review and discussion.
    2.3. Jun Dat is tasked to develop a first draft of the Product Backlog for internal team discussion and to solicit inputs from team thereafter.

2.4. The team decided that the project start date would be on 6 October 2014.

3. **Microsoft Visual Studio IDE**
   3.1. As required by IDA, C# would be our project programming language used to develop the Email A/B Testing platform.
   3.2. The team agreed that Microsoft Visual Studio IDE would be used in our development.
   3.3. The team installed Visual Studio 2013 on our machines.

4. **IS480 Wiki**
   4.1. The team discussed on the layout of our IS480 Wiki.
   4.2. Jasmine to do up the wiki pages by this weekends (30 – 31 August 2014). She would be using tables and images for the wiki pages.

5. **Automated Testing**
   5.1. The team decided that it may be beneficial for our project to use automated testing to ensure quality of our application.
   5.2. Jasmine is tasked to research on automated testing.

6. **Software Development Framework**
   6.1. It is agreed that we would be using Scrum, an iterative and incremental agile software development framework for managing our product development.
   6.2. Jun Dat explained what is Scrum to the team.
   6.3. The team agreed that it is essential for us to learn more about Scrum if we are going to use it as our software development framework.
   6.4. Jun Dat is tasked to research on Scrum and to teach the team in the next meeting.
   6.5. Jun Dat added that he would need to research on A/B Testing so as to learn more about how our project would pan out.
   6.6. Yu Ning suggested that the team should send regular updates to our Supervisor once our supervisor is assigned.

7. **IS480 Project Proposal**
   7.1. Yu Ning mentioned that the teams should begin to write our Project Proposal.
   7.2. He added that he would be writing a first draft of the Project Proposal for the team's perusal.

8. **Acceptance Presentation Slides**
   8.1. The team agreed that we should start to find out what is required in our Acceptance Presentation slides.
   8.2. Jun Dat is tasked to begin working on the Acceptance Presentation slides.

Others

1. **Items Pending further Discussion**
   1.1. The team to decide on commit messages.
   1.2. The team to begin searching for Supervisor.
   1.3. Developers to decide on coding convention.
   1.4. Jasmine to begin research on automated testing.

1.5. Meeting on 9 September 2014 to be rescheduled.

Action Items:

Task	Due Date	Member in-charge
IS480 Wiki	30 – 31 August 2014	Jasmine
Research on Automated Testing	6 October 2014	Jasmine
Learn about Scrum Development Process	2 September 2014	Jun Dat
Teach Team about Scrum	2 September 2014	Jun Dat
Research about A/B Testing	2 September 2014	Jun Dat
Product Backlog	2 September 2014	Jun Dat
Reschedule 9 September 2014 Meeting	2 September 2014	All
IS480 Project Proposal	2 September 2014	Yu Ning
Finish up on AJAX videos	2 September 2014	Chester

The meeting was adjourned at 9.30 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