

Supervisor Meeting

Meeting Minute Number	03
Date	29/08/2014
Time	15:35 – 16:20
Venue	SMU SIS Level 5 [Prof Gan's Office]
Attendees	Ken, Pei Qin, Thandar, Sithu, Kawi
Absentees	-
Agenda Topics:	<ol style="list-style-type: none"> 1. Update supervisor on the changes in our schedule 2. Present demo to our supervisor 3. Schedule next meeting with our supervisor

S/N	Action items	Person Responsible	Deadline
1.	<p><u>Update supervisor on the changes in our schedule</u></p> <p>Shift certain functionalities from <i>iteration 3 to 4</i>. Reason: Fix bugs (Program & Form Module)</p> <p>At the same time, we remove the function of deleting registration form. The deletion of user account has also been changed to deactivate account.</p> <p>During User Testing 1, our sponsor wants certain features to be applicable only to successful applicants. Thus, we added an additional function in <i>iteration 4 - Authorization Module: Access authorization to program related confidential information</i>.</p> <p><u>Feedback from our Supervisor</u> There is high complexity in iteration 4 and 5. Pushing the risk to a later iteration might not be feasible in the long run.</p>		

<p>2.</p>	<p><u>Present demo to our supervisor</u></p> <p>Showcase the features on Iteration 3:</p> <ul style="list-style-type: none"> - Update Registration Form - Create New Program → Form Template - Edit on a Program features - Apply Program → Application can be seen on admin side - Email module <p><i>*Once every 2 weeks, we will conduct integration. The last integration happens during Acceptance phase.</i></p> <p><u>Supervisor's Recommendations</u></p> <p>We should start working on the integration. For applying of program, we can consider to have the Date of Birth not to fall below 15 years old. (Set a minimum age)</p> <p><i>His Considerations:</i></p> <p>Update Program enables the administrator to add or remove fields from the program itself. In this scenario, what would happen to the previous applications / data?</p> <p>Also, there is a design pattern for the application status. Currently what we have now should be fine. Main concern will be the applicants keep receiving email if status keeps changing.</p>		
<p>3.</p>	<p><u>Schedule next meeting with our supervisor</u></p> <p>Date: 12 September 2014 (Friday) Time: 1530hrs</p>		

Summary of task list

S/N	Task Name	Person Responsible	Deadline
1.	To conduct integration	Kawi, Sithu, Ken	<i>By next meeting, TBC</i>
2.	To test the system after the end of iteration	Pei Qin, Thandar	

Prepared by:

Chua Pei Qin

Observers:

Thandar, Kawi