

## INTERNAL MEETING 5

DATE	30/5/2017
TIME	2030 – 2130
VENUE	Skype
ATTENDEES	Jaren Marcus Shreyas Celestine Jazreel
ABSENTEES	Jeryl
AGENDA	<ol style="list-style-type: none"> <li>1. Review of Schedule</li> <li>2. Breakdown of Functionality Requirements</li> <li>3. X-factor</li> <li>4. Project Risks</li> <li>5. Methodologies</li> <li>6. Front-end design</li> </ol>

### AGENDA

Item	Description
1	Review of Schedule <ul style="list-style-type: none"> <li>• The current schedule has roadblock – functionality breakdown and scoping</li> <li>• 2 rounds of prototyping to be conducted               <ul style="list-style-type: none"> <li>○ Each round will be conducted over 2 weeks</li> <li>○ End of each week → get feedback from Sembcorp (sponsors)</li> </ul> </li> <li>• Forecast of meeting dates with external parties               <ul style="list-style-type: none"> <li>○ Sponsors from Sembcorp</li> <li>○ Project supervisors</li> </ul> </li> </ul>
2	Breakdown of Functionality Requirements <ul style="list-style-type: none"> <li>• Communication <b>**difficult functionality**</b> <ul style="list-style-type: none"> <li>○ Chat groups (message management, server to manage message flow)</li> </ul> </li> <li>• Information               <ul style="list-style-type: none"> <li>○ Who to call, when to call, what to call</li> <li>○ Single button emergency</li> <li>○ iSOS broadcasts</li> </ul> </li> <li>• Administrative               <ul style="list-style-type: none"> <li>○ Create groups, monitoring system etc</li> </ul> </li> </ul>
3	X-factor <ul style="list-style-type: none"> <li>• Wearables               <ul style="list-style-type: none"> <li>○ To integrate wearable technology as a supplementary program to the main mobile application</li> </ul> </li> </ul>
4	Updated Project Proposal with respect to risks faced and possible mitigative factors

	<p>Schedule Risk</p> <ul style="list-style-type: none"> <li>• Change in schedule by sponsors and/or supervisor</li> <li>• Conflicting schedules amongst team reducing availability of meeting time.</li> </ul> <p>Team Risk</p> <ul style="list-style-type: none"> <li>• Ailment to team member resulting in inability to do work.</li> </ul> <p>Technology Risks</p> <ul style="list-style-type: none"> <li>• Xamarin.Forms abstracting a layer above Xamarin.Android and Xamarin.iOS <ul style="list-style-type: none"> <li>○ Risk: Not optimised cross-platform, issues with Android versioning</li> </ul> </li> <li>• Compilation for iOS requires OSX, compilation for Windows requires Win OS <ul style="list-style-type: none"> <li>○ Risk: Exporting code base</li> <li>○ Mitigative factor: group members have both Macbooks and Windows PC</li> </ul> </li> </ul>
5	<p>Methodologies</p> <ul style="list-style-type: none"> <li>• Consider the possibility of adopting methodologies such as Scrum and Extreme Programming</li> <li>• Update risks accordingly</li> </ul>
6	<p>Front-end design</p> <ul style="list-style-type: none"> <li>• Navigation diagram and wireframe based on discussions on Thursday for scoping.</li> </ul>

The meeting was adjourned at 2130H with the next meeting scheduled on 1/6/2017.

## TASK LIST

Task	Action by (deadline)
Explore Xamarin	All (3/6/2017)
Complete Proposal Risk Management	Shreyas (1/6/2017)
Tabling the Functionality Requirements	IC: Marcus, Jaren (1/6/2017) All
Settling dates for meeting supervisor and sponsors	All (1/6/2017)

These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Vetted by,  
Jaren

Vetted by,  
Shreyas