

# INTERNAL MINUTES #6

<b>Date:</b>	22 August 2012
<b>Time:</b>	7:00 pm
<b>Venue:</b>	SIS GSR 2.7
<b>Attendees:</b>	<ol style="list-style-type: none"> <li>1. Grace Shintany Lee</li> <li>2. Melwin Tanu</li> <li>3. Shira Aretti</li> <li>4. Tai Shi Ling</li> </ol>
<b>Absentees: (provide reason if any)</b>	<ol style="list-style-type: none"> <li>1. Ardian Tjeng (Overseas)</li> </ol>
<b>Agenda:</b>	<ol style="list-style-type: none"> <li>1. Project Essentials</li> <li>2. Ground Rules</li> <li>3. Professor Benjamin Gan Meeting</li> <li>4. Installation</li> <li>5. Payment Gateway</li> <li>6. Models and Database Documentation</li> </ol>

## DISCUSSION

No.	Details
1.	<u>Team Identity</u> Choose Team logo : Red circle with white writing - Can.One, add thumb outline Team color: red, white, grey, black
2.	<u>Project Essentials</u> Update the team about what has been achieved so far Project Meeting is set to be Wednesday 7pm and Saturday 3.30pm Update the team about what is going to happen on Iteration 1 Academic Calendar for Gamurai MS Project will send a reminder for task due All communications through Gmail
3.	<u>Ground Rules</u> Must be on time for meeting with imposing fine To start the email Subject with [Can.One] Minutes must be vetted within 2 days All changes will be noted in <a href="#">Team Policies</a>
4.	<u>Professor Benjamin Gan Meeting</u> To arrange the meeting with Professor Benjamin Gan <ul style="list-style-type: none"> <li>○ Next Wednesday 29 August</li> </ul>
5.	Payment Gateway

## TO-DOs

Task ID	Details	Date Due	Assigned To
1.	Update on the Gantt Chart and Checking on Iteration logic	Thur 23/08/2012	Melwin
2.	Email Ben Gan	Thur 23/08/2012	Melwin
3.	Update Team Policy	Thur 23/08/2012	Melwin

4.	Finish Proposal: Risks	Mon 27/08/2012	Grace
5.	Research: Redmine PM Tools ○ Bug Tracking Log Version Control Repository	Mon 27/08/2012	Shi Ling
6.	Standardised Version Control Commit Messages	Mon 27/08/2012	Shi Ling
7.	Fill in <a href="#">Schedule Details</a>		Everyone
8.	Models and Database Documentation Get Codes from Jin Yao	Mon 3/09/2012	Shi Ling
9.	Study <a href="#">Metro Design</a>	TBA	Shira
10.	Refine Can One Logo	TBA	Shira

**NEXT MEETING: #7**

<b>Date:</b>	27 August 2012, Monday
<b>Time:</b>	7:00 PM
<b>Venue:</b>	
<b>Agenda:</b>	<ol style="list-style-type: none"> <li>1. Software installation: <ol style="list-style-type: none"> <li>a. Visual Studio 2010 Professional</li> <li>b. SQL Server 2008 Express</li> <li>c. SQL Server Management Studio</li> <li>d. Version Control (Details TBA)</li> <li>e. PM Tools (Details TBA)</li> </ol> </li> <li>2. Run Through Metro Design Guidelines</li> <li>3. Discuss agenda for Ben Gan Meeting</li> </ol>

**Meeting adjourned by:** 9:00 PM

**Minutes taken by:** Melwin Luis Tanu

**Vetted by:** Grace Shintany Lee on 29 July 2012