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| **Date:** | 29/08/2017 |
| **Time:** | 18:30pm |
| **Venue:** | SIS Lvl 5 |
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| **Attendees:** | Prof Jiang, Wang Shuwei, Tan Yong Siang Ivan, Teo Jinyuan, Jeremy Lee, Lyu Bowen. |
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| **Agenda:** | 1. Sponsor Meeting Update |

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|  | **Actionable** | **Who** | **Due Date** |
| **1** | **Get back the data from lab1, then inform supervisor to arrange the next meeting** | **Jeremy** |  |

Introduce the schedule and planning in the following weeks. (From iteration 8)

* The feedback from student: how are we going to collect it?
* The function we are going to build: more advanced features
* How to grade the students: the submission of lab assignments
* Why lab4 is not included -> might not be able to cover that function on time.

Reschedule

* Why did we reschedule -> The “small” function: actually very time-consuming
* According to the current schedule, there will be enough time in the rest of the iterations.
  + We might be able to try lab4’s content
  + There is a high chance that we need to make more changes based on the feedback from IS424. (More time consuming)

Testing

* Alpha/Beta testing: the IS424 lab assignment might consider as alpha testing.
* The lab assignment write-up can be a part under the testing session.
* Upload the documents of different testing session on wiki.

Risk management

* The feedback from Prof Ben during the acceptance presentation: no risk.
* It’s ok if there is no more new risk that we haven’t mitigated.

Deployment

* Issues with LARC server:
  + Only access in SMU network.
  + Alternatives: public server - restriction with file uploading.
  + Nginx: LARC would like us to remove it.
  + A separated machine from LARC? (Possible?)
  + Deal with the security concerns and maintenance service.
  + A public IP address is needed to point at the domain name.
* The complexity of deployment: how difficult it is?
* This is a real risk in this project
  + The major responsibility belongs to the sponsors.
  + It will be good for us to provide the good handover plan: such like a script the simplify the deployment steps.

X-Factor

* The definition of us technical factor.
  + The technical complexity is not a big a component.
  + Although we didn’t build all the functions from sketch by ourselves, the understanding and learning of different technical aspects is crucial
  + After launching the system in IS424 class, we can collect the data from the class to show the system really simply the procedure of data exploration.
  + The concurrency issue can be considered as one of the technical complexity.
  + Concurrency, technical understanding + integrating everything tgt , simplifying vs EM

Project Management

* It will be good to upload the documentation on wiki (post the Dropbox link on wiki is ok, as Dropbox itself have version control already)
  + Internal workload breakdown
  + Testing scripts, etc.

Demonstration

* Ensemble and predict
* Provide testing accounts to reviewer and supervisor
* Student accounts creation, deletion and password changing page.

Prepared by,

Shuwei (hahaha always me sia)