Team Meeting

Meeting Minute Number	13
Date	02/08/2014
Time	13:30 – 15:00
Venue	SOB GSR 3-35, SMU
Attendees	Ken, Kawi, Sithu, Thandar, Pei Qin
Absentees	-
Agenda Topics:	1. Discussion on X-Factor, Project Schedule & Scope 2. Discussion on User Testing Session 3. Set next meeting time

S/N	Action items	Person Responsible	Deadline
1.	Discussion on X-Factor, Project Schedule & Scope **X-Factor** According to the interview with Peiya and email conversation from Huijia, Thandar has prepared following X-Factor *Upon 1st Live Deployment* 4 Programms will be created 70 Applications will be processed 60 Users will use the system *Upon 2nd Live Deployment* 10 Programms will be created 200 Applications will be processed 180 Users will use the system Thandar shared the updated version of Project Schedule & Scope. **Project Schedule** *4 User Testing Sessions* 1 – 05 Aug 2 – 16 Sep		

	3 – 14 Oct 4 – 10 Nov *2 Go Lives* 1 – 29 Sep 2 – 16 Nov After mid-term, later development is filled with "maintenance, debugging, testing, support" Adjusted schedule based on functionalities (refer to Project Schedule for details in Google Drive) Project Scope Categorized functionalities Added functionalities for teachers under Secondary Removed some additional features (refer to version control document for details in Google Drive)		
2.	<u>Discussion on User Testing Session</u> **Functionalities to be tested** Login/Logout CRU Account Apply for Program List Application by Programme Search CRUD Program Send automatic email after registration Archive Program CRD Registration Form Task 1: Update task sheet and survey forms Task 2: Test out the whole system again Task 3: Fix outstanding bugs	Task 1: Thandar Task 2: Pei Qin Task 3: Sithu, Kawi, Ken	*Task 1:* *04/08/2014* *Task 2:* *03/08/2014* *Task 3:* *04/08/2014*
3.	<u>Set next meeting time</u> **Supervisor Meeting** Date – 4th August 2014 Time – 7:30 PM – 8:00 PM Venue – SIS Level 5, SMU		

Summary of task list

S/N	Task Name	Person Responsible	Deadline
1.	Update task sheet and survey forms	Thandar	*Task 1: 04/08/2014*
2.	Test out the whole system again	Pei Qin	*Task 1: 03/08/2014*
3.	Fix outstanding bugs	Kawi, Ken, Sithu	*Task 1: 04/08/2014*
4.			

Prepared by:

Thandar Wai Myint

Observers:

Pei Qin, Kawi