

INTERNAL MINUTES #4

Date:	11 August 2012
Time:	1:00 pm
Venue:	SIS GSR 3.3
Attendees:	<ol style="list-style-type: none"> 1. Melwin Tanu 2. Shira Aretti 3. Tai Shi Ling
Absentees: (provide reason if any)	<ol style="list-style-type: none"> 1. Ardian Tjeng (Overseas) 2. Grace Shintany Lee (Overseas)
Agenda:	<ol style="list-style-type: none"> 1. Change the Team folder from Dropbox to Google Drive 2. Discuss Project Scope 3. Discuss Project Milestone

DISCUSSION

No.	Details
1.	<u>Change the Team folder from Dropbox to Google Drive</u> It allows real-time synchronization Team members can view and edit at the same time
2.	<u>Discussing about Project Scope</u> Doing Use-Case UI Mock Up Constraint and Assumptions
3.	<u>Discussing about Project Milestone</u> Gantt charting the project schedule based on the iterations

TO-DOs

Task ID	Details	Date Due	Assigned To
1.	Use-Case Diagram	Next meeting	Shi Ling
2.	<u>Doing Paper UI Mock Up</u> Work with Jessica to do the paper UI mock up Work on first level landscape first Ask Jessica about the shockwave flash file	Next meeting	Shira
3.	<u>Converting for Dropbox to Google Drive</u> Convert non-deliverable documents from docx to gdoc Change the minutes template <ul style="list-style-type: none"> ○ Add due date on the To-Do List ○ Move the title of each table out since google docs cannot use merge cells Move The Dropbox content to Google Doc <u>Send invitation to the team members</u>	Next meeting	Shira

4.	<u>Email Benjamin Gan</u> Team Name Project Sponsor	13 Aug 2012	Melwin
5.	<u>Gantt Chart</u> Time line based on the scope specified during the meeting earlier and based on the meeting with Gamurai Pte Ltd First iteration on the first week of school	By next meeting	Melwin
6.	<u>Resource and Reference:</u> References that we can use Hardware and Software tools that we need to use ○ Things we need to install – Set up Ask Jin Yao to put the latest code on Subversion	22 Aug 2012	Shi Ling
7.	<u>Team Graphics</u> Team Logo Team Color	By next meeting	Everyone

NEXT MEETING

Date:	16 August 2012
Time:	5:00 PM
Venue:	TBA
Agenda:	<ol style="list-style-type: none"> 1. Go through the Gantt Chart 2. Look through the email by Prof Ben Gan 3. Sharing the hardware and software tools 4. Invite Gamurai People in the finalized folders 5. Risk and Learning Outcome

Meeting adjourned by: 3:00 PM

Minutes taken by: Melwin Luis Tanu

Vetted by: Tai Shi Ling on 13 August 2012