



# Team Meeting Minutes

## Meeting Information

Date/Time:	6 March 2018, 430PM – 515PM
Venue:	SIS Level 5
Agenda:	1. Discuss change in priority 2. Review midterms feedback
Minutes by:	Cheryl Lee
Vetted by:	Lee Pei Jia

## Meeting Attendance

S/N	Team Member	Role	
1	Cheryl Lee Sze Min	Project Manager	Present
2	Ailin Cheau	Backend Developer	Present
3	Grace FOO Huan Ting	Frontend Developer	Present
4	LEE Pei Jia	iOS Developer	Present

## Notes

S/N	Topic	Notes & Tasks
1	Midterms feedback & changes	Identified goal to aim towards for finals Identified loopholes in midterms feedback.  Aim to improve significantly: 1. Technical Complexity 2. User Testing 3. Demo & Deployment  To improve: 1. Stakeholder management 2. Project Management
2	Change in priorities based on midterms feedback	Priorities: 1. Mobile features 2. Offline learning 3. Improvements to UI & Web Analytics  To drop survey & focus on offline learning 4. Surveys → include in change management
3	Key Deadlines	10 March (Saturday): Target to deploy on App Store (Pending Andrew's reply) 11 March: Work on poster 13 March (Tuesday): Filming for Pitch Video 14 March or 16 March: UAT #3 + Post production of video 19 March (Monday): Poster & Pitch Video due Week of 26 March: UAT #4 30 March: Slides Draft 1 2 April: Slides Draft 2 5 April onwards: Presentation Rehearsal 13 April: Final Presentation

## To-Do

S/N	Task	Assigned to
1	Change project timeline according to new priorities	All



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## Team Meeting Minutes

2	Team to continue with development	All
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