

CHOCOLICIOUS MEETING MINUTES #5

Date: 7 Jul 2014
Time: 10 am
Venue: Groventure Office - 61 Shun Li, Kaki Bukit Avenue 1.

Attendees: Terence, Trecia, Jinq-Yi, Ming Min & Zhen Jie

Apologies: Safi - working

Agenda:

1. Every matter regarding feedback from Prof Ben Gan
2. Project progress & preparation for user acceptance presentation
3. Any other business

	Note/ Task	Actor	Due Date
1	Improve the risk management section to be more specific.	Ming Min, Trecia	8 Jul
2	Do up User Rights Table	Terence	8 Jul
3	Arrange meeting with OFIN (most probably Friday half day off) to confirm the workflow of the budgets and claims. Discuss the analytics in X-factor.	Terence	Done. Awaiting for OFIN to confirm dates
4	Changed our current project methodology to LEAN methodology. Deploy our schedule and update wiki more frequently.	Zhenjie	11 Jul
5	Checked the X-Factor section and it has already been uploaded in wiki but prof did not notice.	-	NA
6	To email supervisor to set up a meeting with supervisor. In email we will inform supervisor that we will take 4 modules. Things to be done: every tasks here before meeting supervisor. Things to ask supervisor: specific programming language. Maintenance issues. Documentation manual for maintenance.	Terence	7 Jul
7	Do up swim lane & workflow diagram for claims (normal, CBD MC, SMUSA Sec). Process for User Registration. Budgeting process to be done after discussion with OFIN.	Jinq-Yi	
8	User Acceptances Presentation. Watch 2 videos. Note down how prof shoots the teams. Market research about our own project. How we are different from the previous 2 teams.	All	11 Jul
9	UI to be done before meeting supervisor	Safi	Awaiting for supervisor to confirm date
10	To update Safi	Jinq-Yi	asap

The meeting was adjourned at 11:00am. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,
Jinq-Yi Lee

Vetted and edited by,