

# INTERNAL MINUTES #5

<b>Date:</b>	16 August 2012
<b>Time:</b>	5:00 PM
<b>Venue:</b>	SIS GSR 2.7
<b>Attendees:</b>	<ol style="list-style-type: none"> <li>1. Melwin Tanu</li> <li>2. Shira Aretti</li> <li>3. Tai Shi Ling</li> </ol>
<b>Absentees: (provide reason if any)</b>	<ol style="list-style-type: none"> <li>1. Ardian Tjeng (Overseas)</li> <li>2. Grace Shintany Lee (Overseas)</li> </ol>
<b>Agenda:</b>	<ol style="list-style-type: none"> <li>1. Project Management Tools to try</li> <li>2. Use Case</li> <li>3. Follow up with Ben Gan</li> <li>4. Ground Rules</li> <li>5. Regular Meetings</li> </ol>

## DISCUSSION

No.	Details
1.	<u>Project Management Tools</u> <a href="#">Redmine</a> - Support Subversion, Gantt Chart, Email Notification Pivotal Tracker - Chat Room Task Tracking Zoho - Not Free TeamBox + GitHub
2.	<u>Use Case</u> Cacao - Online diagramming software <a href="https://cacao.com/diagrams/xY0nhfrYerZdkm3I">https://cacao.com/diagrams/xY0nhfrYerZdkm3I</a>
3.	<u>Follow up with Ben Gan:</u> On 29 August 7pm
4.	<u>Ground Rules</u> Minutes must be vetted within 2 days. Noted in <a href="#">Team Policies</a>
5.	<u>Regular Meetings</u> Wednesday 7pm & Saturday 330pm Noted in <a href="#">Team Policies</a>

## TO-DOs

Task ID	Details	Date Due	Assigned To
1.	Email Ben Gan - Arrange Meeting	22 Aug	Melwin
2.	Do Up Rest of Gantt Chart	22 Aug	Melwin
3.	Team Graphics (Carried over from <a href="#">I004</a> Task 7)	29 Aug	Everyone
4.	Document Resource and Reference (Carried over from <a href="#">I004</a> Task 6)	17 Aug	Shi Ling

5.	Do Up Rest of UI Mock-Up	22 Aug	Shira
6.	Install tools: Refer to <a href="#">Development Environment</a> IDE and Database (Development) only	22 Aug	Everyone

#### NEXT MEETING

<b>Date:</b>	22 August 2012, Wednesday
<b>Time:</b>	7:00 PM
<b>Venue:</b>	SIS GSR 2.7
<b>Agenda:</b>	<ol style="list-style-type: none"> <li>1. Project Essentials</li> <li>2. Ground Rules</li> <li>3. Professor Benjamin Gan Meeting</li> <li>4. Installation</li> </ol>

**Meeting adjourned by:** 6:30 PM

**Minutes taken by:** Tai Shi Ling

**Vetted by:** Melwin Luis Tanu on 18 August 2012