**Supervisor Meeting Minutes #1**

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| **Date:** | 11th August 2012 |
| **Time:** | 11am to 12pm |
| **Venue:** | SIS MR 4-4 |
| **Attendees:** | Professor Debin, Jeffrey, Kevin, Yingyue |
| **Absentee:** | Keli, Yi Zao |
| **Agenda:** | 1. Update our supervisor about latest project scope changes and team issues 2. Conduct a mock presentation and request for feedbacks on the presentation. |

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| **No.** | **To-do List** | **Person I/C** | **Due Date** | **Remarks** |
| 1. | Editing of the presentation slides considering feedbacks given by our supervisor | Zhang Yingyue |  |  |

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| **Content for meetings’ agenda** | | ***Action By*** |
| 1 | **Update our Supervisor about our latest project proposal & process diagram and get feedbacks**  **Objective of our Acceptance presentation:** Present to an audience who is fresh and do not exactly know the scenario of our project. Who are the WC team members, what are livefeeds?  At the beginning of presentation, how do you declare the project a success or failure? (High level objective) Something that is measurable |  |
| 2 | **Comments on our existing presentation slides**   * First few slides for our slides for Acceptance presentation: Present the scenario of our project * Slide title: Team roles – Go through briefly * Slide title: Android Mobile Application - Explain the scope more creatively * Target End users: WC Team members   \*Prototype DEMO- Show the full story of what’s coming ahead, beyond what is shown in the mobile application>>STRATEGY – Present our plans on how we plan to tackle the tasks and difficulties ahead (Probably show a table of difficulties, which have been solved and unsolved, plus solution of how we solved it)   * UI Mock-up – Put them in the slides (Mentioned by Kevin) * Client’s platform – Present the platforms we have touched on and collaborated (Mentioned By Kevin)   Project Management metrics and practice can come right after the prototype DEMO. (Actually it can fall under the overall strategy)  🡪How much does this constitute to the entire project?  \*Systematic System testing – The procedure of testing, conducting of UAT  Development – Login and photo preview  Measurements (High level objectives) – E.g. WC team members able to upload a diary entry in 2mins  Change of scope – Can be presented under Challenges (such as requirements changes)  **In each iteration:** (Preferably at least 2 weeks)   1. Requirements gathering 2. Development – (e.g. 3. Integrate, Test and debug – Usually takes max 1 day 4. Deploy – Usually takes max 1 day   In each iterations, which Use Cases, functionalities we plan to handle  Examples of the difficulties to this project and overcame the problem (Non trivial project and capable of overcoming it)  🡪Brief the audience about what has been done so far---  Analyse the B1G1 test server =, what database tables has been added |  |

Prepared by,

Jeffrey Ng

Vetted and edited by,

Kevin