

Team Meeting

Meeting Minute Number	10
Date	22/06/2014
Time	13:20 – 16:00
Venue	SOB GSR 3-31, SMU
Attendees	Ken, Kawi, Sithu, Thandar, Pei Qin
Absentees	-
Agenda Topics:	<ol style="list-style-type: none"> 1. Introduce new BA 2. Explain Project description and development status 3. Set next meeting time

S/N	Action items	Person Responsible	Deadline
1.	<p><u>Introduce new BA</u></p> <p>Pei Qin joined the team as a new Business Analyst. She will replace Chengchi's place.</p> <p>The reshuffling has not approved by Prof.Ben yet. Once the team gets the approval, the team will introduce Pei Qin to Project Sponsor.</p> <p>Summary New BA: Chua Pei Qin, SIS Yr 4 Role: Business Analyst & Deputy Project Manager</p>		
2.	<p><u>Explain Project description and development status</u></p> <p>Thandar shared about Project description and what the team is going to develop.</p> <p>Kawi and Sithu shared about back-end development status and technologies.</p>	<p>Task 1: Thandar and Pei Qin</p> <p>Task 2: Thandar</p>	<p>Task 1: 29/06/2014</p> <p>Task 2: 29/06/2014</p>

	<p>Ken shared about front-end development status and technologies.</p> <p>Summary Sponsor: Project Skillseed, Local Social Enterprise Main Contact: Ms. Huijia, Founder Project: create Integrated Web Portal Current Status: Iteration 1, started development Technologies: Node.JS, AngularJS, MongoDB, ExpressJS, MagnumCI, Gitlab</p> <p>*Note: Pei Qin has to refer to Project Proposal and other related documents to find out more about the Project (schedule, problems, solutions, etc.)</p> <p>Task 1: Think of the creative business process for Storyboard Task 2: Update team info on Wiki</p>		
3.	<p><u>Set next meeting time</u></p> <p>Team Meeting Date – 29th June 2014 Time – 1:00 PM – 3:00 PM Venue – SOB, SMU</p>		

Summary of task list

S/N	Task Name	Person Responsible	Deadline
1.	Update team info on Wiki	Thandar	29/06/2014
2.	Think of the creative business process for Storyboard	Thandar, Pei Qin	29/06/2014

***Note: Development team has left with 1 more week to end the iteration 1.**

Prepared by:

Thandar Wai Myint

Observers:

Pei Qin, Kawi