

Team Meeting

Meeting Minute Number	11
Date	03/07/2014
Time	20:00 – 22:30
Venue	SOB GSR 2-25, SMU
Attendees	Ken, Kawi, Sithu, Thandar, Pei Qin
Absentees	-
Agenda Topics:	<ol style="list-style-type: none"> 1. Share updates from the meeting with Prof. Benjamin 2. Discuss on Project Schedule regarding with the shifting of functionalities 3. Task Distribution 4. Set next meeting time

S/N	Action items	Person Responsible	Deadline
1.	<p><u>Share updates from the meeting with Prof. Benjamin</u></p> <p>Thandar shared what Prof. Ben said during today afternoon meeting.</p> <p>Proposal</p> <ul style="list-style-type: none"> • Description is not very clear • Remove the risks that won't happen in the future or which are very generic <p>Project Type and Scope</p> <ul style="list-style-type: none"> • Project is kind of a very typical project • Not very ambitious and does not stand out from other projects • Scope is suitable for FYP <p>Project Schedule</p> <ul style="list-style-type: none"> • Shift some functionalities from Iter 3 and 4 to 2 		

	<ul style="list-style-type: none"> • Put more User Testing Sessions • Try to finish the project before midterm • After mid-term, fill in the later development with “maintenance, debugging, testing, support”, etc. <p>Suggestion</p> <ul style="list-style-type: none"> • Find X-Factors to make the project stands out e.g. values to the Sponsor e.g. Early deployment before mid-term, (number of users) are using and (number of programs) are being registered <p>Regarding with the request for Supervisor</p> <ul style="list-style-type: none"> • He will be demanding and push the team • He expects the team to have more outstanding factors 		
<p>2.</p>	<p><u>Discuss on Project Schedule regarding with the shifting of functionalities</u></p> <p>Functionalities for Iteration 2 (sorted accordingly to the criticality)</p> <ol style="list-style-type: none"> 1. Create, View, Archive Program 2. Create, View, Delete Registration Form 3. Update, Delete User Account 4. Register Program 5. List Application by Programme 6. Upload Documents 7. List Documents 8. Search <p>Task 1: Update Project Schedule accordingly Task 2: Estimate task duration for new tasks</p>	<p>Task 1: Thandar</p> <p>Task 2: Kawi</p>	<p>Task 1: 05/07/2014</p> <p>Task 2: 07/07/2014</p>
<p>3.</p>	<p><u>Task Distribution</u></p> <p>Thandar</p> <p>Task 1: Document out the following documents</p> <ol style="list-style-type: none"> 1. Project Scope 2. Project Schedule 3. Project Description 4. Development Target before Acceptance Test/Mid-term 5. X-Factor 6. Values to the Sponsor 		<p>Thandar</p> <p>Task 1: 15/07/2014</p> <p>Task 2: 18/07/2014</p>

	<p>Task 2: Research on front-end technologies</p> <p>Kawi</p> <p>Task 1: Update technical diagrams</p> <ol style="list-style-type: none"> 1. Use Case Diagram 2. Database Diagram <p>Task 2: Document out the advantages of current chosen technologies for Sponsor and Project Development</p> <p>Pei Qin</p> <p>Task1: Upload info on Wiki</p> <p>Task 2: Develop Low-fi Prototype (paper)</p> <p>Task 3: Update Statistics Document</p> <p>Task 4: Format Business Process Diagram</p>		<p>Kawi</p> <p>Task 1: 13/07/2014</p> <p>Task 2: 06/07/2014</p> <p>Pei Qin</p> <p>Task 1: 15/07/2014</p> <p>Task 2: 12/07/2014</p> <p>Task 3 & 4: 16/07/2014</p>
4.	<p><u>Set next meeting time</u></p> <p>Team Meeting</p> <p>Date – 6th July 2014</p> <p>Time – 1:00 PM – 3:00 PM</p> <p>Venue – SOB, SMU</p>		

Summary of task list

S/N	Task Name	Person Responsible	Deadline
1.	Document out the following documents <ol style="list-style-type: none"> 1. Project Scope 2. Project Schedule 3. Project Description 4. Development Target before Acceptance Test/Mid-term 5. X-Factor 6. Values to the Sponsor Research on front-end technologies	Thandar	Task 1: 15/07/2014 Task 2: 18/07/2014
2.	Upload info on Wiki Develop Low-fi Prototype (paper) Update Statistics Document Format Business Process Diagram	Pei Qin	Task 1: 15/07/2014 Task 2: 12/07/2014 Task 3 & 4: 16/07/2014
3.	Update technical diagrams <ol style="list-style-type: none"> 1. Use Case Diagram 2. Database Diagram Document out the advantages of current chosen technologies for Sponsor and Project Development	Kawi	Task 1: 13/07/2014 Task 2: 06/07/2014
4.	Think of the creative business process for Storyboard	Thandar, Pei Qin	01/07/2014

Prepared by:

Thandar Wai Myint

Observers:

Kaw, Pei Qin