**Meeting Minutes 24**

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| **Date:** | 2012-08-10 |
| **Time:** | 7.30pm – 9pm |
| **Attendees:** | Chin Pei Wen, Siti Mardiana Binte Tumadi, Tan Chang Kiat |
| **Agenda:** | * Finalize the skeleton of the powerpoint slides
* Debugging
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| **No.** | **Discussion**  | **Done By** |
| 1 | * Issues with the client’s Drupal
	+ Need to research more
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| 2 | * Unable to follow their naming conventions (prefix) of their database, the client side will not allow us to deploy
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| 3 | * UI debugging
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| 4 | * Clarity of project
	+ What is to be done? For whom? What scope?
	+ Function list, use cases, story board etc
	+ Team have sufficient knowledge on problems, domain, industry or business processes
	+ Demo
* Project plan
	+ Clear measureable interim milestone, schedule, role, architecture
	+ Iteration with user testing (must show when UAT)
	+ Show RUP, but avoid waterfall (more on iterative processes)
	+ Project risk, mitigation strategies (server risk, contingency plan)
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| 5 | * Will the storyboard go together with the demo?
* 1 screen to demo and 1 screen to storyboard
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| **No.** | **Task to be completed prior to next meeting**  | **Done By** | **Due Date** |
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| **No.** | **Agenda for next meeting**  | **Done By** | **Due Date** |
|  | * Finalize content
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