**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 |  |
| 2 | * Unable to follow their naming conventions (prefix) of their database, the client side will not allow us to deploy |  |
| 3 | * UI debugging |  |
| 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) |  |
| 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 |  |  |