INTERNAL MEETING 9

DATE	6/6/17
TIME	1430 -
VENUE	Skype
ATTENDEES	Jaren Jazreel Marcus Shreyas Celestine
ABSENTEES	Jeryl
AGENDA	1. Planning what we need to add in for the scoping section of the proposal as well as any changes 2. Go through rough schedule and plan for milestones and what activities we are going to perform in terms of testing 3. Introduction to QA documents 4. Feedback for UI Prototype 5. Agenda for SembCorp Meeting on 12/6/2017

AGENDA

Item	Description
1	• Details pertaining to scope should be kept to the bare basics as there is a 2 page proposal limit. Hence, the pasting in of the scoping image should be sufficient.
1	• Additional scoping details and substantiation should be added to the Wiki prior to acceptance
2	• The scheduling image to be pasted in the proposal should adopt the horizontal layout due the page constraint.
2	• UAT will be done on iteration 8, 11 and 14 (after every 2 functionality groups have been developed). Exact dates are to be confirmed. Sembcorp is to be informed so that they may schedule the date and secure the relevant personnel required for user testing.

2	• Current schedule document just needs the allocation of time periods for
	   o The 3 UAT Time periods
	   o IS480 Project Milestones
	   o Documents required for the above milestones

3	• Bug Log, Task Metric and Test Cases documents have been added with relevant details required for mitigation plans and sample entries.
3	• Need for one more document with regards to regression testing and UAT
8	• Agenda for SembCorp

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	o UI Prototype for their feedback on the colour scheme and application layout
	o Discussion about how we are going to go about presenting future updates to them
	o Proposal details for them to run through and ensure that there are no gaping misunderstandings
	o Sample applications built by Jaren and Marcus to showcase development learning
	o Discussion to understand details regarding their server, required for back end development work.
	o Discussion what potential good to have features are possible and what they may be open to.
	o Introducing rough UAT timeline and our needs with regards to personnel. Also checking if there is an previous UAT documentation that exists so that we may follow the formatting that they currently adopt.

The meeting was adjourned at 2100 with the next meeting scheduled on 8/6/17.

TASK LIST

Task	Action by
Update Proposal (Schedule and Scoping) (All other sections)	Jeryl Shreyas

These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Vetted by,
Jaren

Vetted by,
Shreyas

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