INTERNAL MEETING AGENDA

Group Name	Mockingjay
Date	26 May 2018
Time	13 00 – 16 00
Location	SMU Li Ka Shing Library Project Room 3-1
Prepared by	Ayesha
Attendance	Devin, Colin, Choon Seng, Kenneth

Meeting Objective

Action	Action By
Finalise project milestone (breakdown of iterations) and project proposal	Everyone

Pre-work preparation

Action	Action By
Look at past projects and observe the breakdown of the iterations	Everyone

INTERNAL MEETING MINUTES

Group Name	Mockingjay
Date	26 May 2018
Time	13 00 – 16 00
Location	SMU Li Ka Shing Library Project Room 3-1
Prepared by	Ayesha
Attendance	Devin, Colin, Choon Seng, Kenneth

Meeting Objective

Action	Action By
Finalise project milestone (breakdown of iterations) and project proposal	All

Notes

Action	Action By	Time Start	Time End
Finalised project methodology – using scrum project management	All	13 00	13 45
Finalised iteration period – two-week periods (found in proposal)	All	13 45	14 15
Defined breakdown structures for each iteration (found in proposal)	All	14 15	16 00
Delegated tasks to group members	Ayesha	16 00	16 30

Organised a meeting with client to be on 10 June at 11am
• Collated questions to ask him
• Will show him and finalise the diagrams, business flow
• Confirm the modules and existing software he is using
• Questions to ask him:
   ○ Would he want to be notified of a low stock count? If so, how?
   ○ How many UAT would be appropriate?
	Ayesha	16 30	16 30

To take note of the opening of the acceptance, midterms and finals so that PM can book timeslot	Ayesha	16 30	16 30

Action Items

Action	Action By	Date to Complete
To set up a meeting with client	Ayesha	26 May
To come up with logo for the group	Kenneth	28 May
To edit Wiki Design page	Devin	2 June
To come up with lo-fi prototype	Kenneth	10 June

To come up with as-is business process	Ayesha	10 June
To come up with use cases	Devin	10 June
To come up with ER diagram	Colin	10 June
To come up with architecture diagrams	Choon Seng	10 June