Team Meeting

Meeting Minute Number	03
Date	25/05/2014
Time	17:00 – 21:00
Venue	Bugis +, Mc. Donald Cafe
Attendees	Ken, Chengchi, Kawi, Sithu, Thandar
Absentees	-
Agenda Topics:	1. Finalize team name and logo 2. Update from team members 3. Discuss for proposal 4. Discuss for iteration 1 5. Task Distribution 6. Set next meeting time

S/N	Action items	Person Responsible	Deadline
1.	Finalize team name and logo • Selected team name - <team> [pronounce as tag team] • Logo - <team> with team member's names below • Color code – Yellow, Black, White • Task 1: Design Logo	Task 1: Kawi	*30/05/2014*

2.	Update from team members
	
	• Update from Ken
	  o Explain and discuss about SD and Use Case Diagram
	  o SD needs to be accurate, will change it once the development starts
	• Update from Kawi
	  o Explain and brainstorm for Prototype and business flow
	  o Prototype look fine and need to draw in presentable way
		Task 2: Kawi
		Task 3: Ken
		Task 4: Chengchi
		Task 5: Sithu
		Task 6, 7: Thandar
			Task 2: 15/06/2014
			
			Task 3: 29/05/2014
			
			Task 4: 30/05/2014
			
			Task 5: 29/05/2014

	- Update from Chengchi
	  - Share about the analysis of competitors
	  - Analysis can be categorized in UI and functionality for easy reference
	- Update from Sithu
	  - Share the learning curve and experience regarding with Node.js
	  - The choice of technology is important and make sure both System Analyst and Lead Developer are comfortable with it
	- Update from Thandar
	  - Explain and discuss about Project Schedule and Project Scope
	  - Project Scope looks fine, refer other teams to check the scope and naming the functionalities
	- Task 2: Update SD and Use Case Diagram
	- Task 3: Draw Low-fi Prototype
	- Task 4: Create documentation for Competitor Analysis
	- Task 5: Decide the choice of technology
	- Task 6: Document Project Schedule and Project Scope
	- Task 7: Consult with Prof. Ben regarding with Scope
			Task 6: 27/05/2014
			
			Task 7: 28/05/2014

3.	<u>Discuss for proposal</u>
	
	- Finalize team name and logo
	- Shift the roles for System Analyst and Lead UI
	  - System Analyst – Kawi
	  - Lead UI – Ken
	- Finalized Project Scope
	- Discuss about the business process, users and project description
	- Task 8: Prepare draft proposal
		Task 8: Thandar, Chengchi	*29/05/2014*

4.	<u>Discuss for iteration 1</u>
	
	- Discuss about Project Schedule and Project Scope
	- Project Schedule – 02 Jun -28 Jun
	- Project Scope –
	  - Low-Fi Prototype
	  - Login/Log out
	  - CRUD account
		Task 9, 10: Kawi
		
		Task 11: Chengchi, Ken
		
		Task 12: Chengchi (IC) [team will follow up]
			Task 9: 31/05/2014
			
			Task 10: 20/06/2014
			
			Task 11: 29/05/2014

	o CRUD email templates		*Task 12:*
	• Task 9: Come up with estimated time for individual tasks		*29/05/2014*
	• Task 10: Prepare Test Plan and Test Cases		
	• Task 11: Come up with user friendly UI that fulfills business needs		
	• Task 12: Create To-Be Process to present Sponsor		
5.	Task Distribution • Database Structure – Kawi • Ask for email-templates from Sponsor – Thandar • Ask for meeting on Friday with Sponsor - Thandar • Update Wiki Template – Chengchi • Upload team's info to wiki – Thandar • Update Prof. Ben (name, scope, schedule) – Thandar • Briefing for Iteration 1 - Thandar • LOMS update – team • Risk Management Plan – Thandar • Development Process documentation – Thandar • Come up with X-Factor – team • Create Metrics (Schedule, man-hour, bug, change log) – Thandar • Draw ER Diagram • Document selected technologies and practices together with technical challenges and complexity – Kawi, Sithu • Team Photo-shoot – team • Create Business Process Story Board – Chengchi • Document Team's Motivation – Thandar • Discuss about development plan for future iteration – Thandar, Kawi, Sithu		
6.	Set next meeting time **Team Meeting** Date – 29/05/2014 Time – 07:30 PM Venue – SIS, SMU **Sponsor Meeting** Date – 30/05/2014 Time – 07:30 PM Venue – To be confirmed		

Summary of task list

S/N	Task Name	Person Responsible	Deadline
1.	1. Document Project Schedule and Project Scope 2. Consult with Prof. Ben regarding with Scope	Thandar	*Task 1: 30/05/2014* *Task 2: 29/05/2014*
2.	1. Create documentation for Competitor Analysis 2. Create To-Be Process to present Sponsor [Team will follow up]	Chengchi	*Task 1: 30/05/2014* *Task 2: 29/05/2014*
3.	1. Draw Low-fi Prototype	Ken	*29/05/2014*
4.	1. Design Logo 2. Update SD and Use Case Diagram 3. Come up with estimated time for individual tasks 4. Prepare Test Plan and Test Cases	Kawi	*Task 1: 01/06/2014* *Task 2: 15/06/2014* *Task 3: 31/05/2014* *Task 4: 20/06/2014*
5.	1. Decide the choice of technology	Sithu	*29/05/2014*
6.	1. Prepare draft proposal	Thandar, Chengchi	*29/05/2014*
7.	1. Come up with user friendly UI that fulfills business needs	Ken, Chengchi	*29/05/2014*

Prepared by:

Thandar Wai Myint

Observers:

Kawi, Chengchi