

<b>DATE</b>	14 January 2014
<b>TIME</b>	12.30pm
<b>VENUE</b>	SIS GSR 2-5
<b>ATTENDEE(S)</b>	Chua Pei Shan, Gwendolin Tan, Ng ZhenYuan, Lim Xin Yi, Shemin Ang Supervisor – Mr. Alan Megargel
<b>ABSENTEE(S)</b>	-

<b>AGENDA</b>	<ol style="list-style-type: none"> <li>1. Recap on project</li> <li>2. Project Progress</li> <li>3. Inform Supervisor about the changes over the holiday.</li> <li>4. Inform Supervisor about the expansion of Scope.</li> <li>5. New way of naming the functionalities</li> <li>6. X-Factor</li> <li>7. Preparation for Mid-Term</li> <li>8. Questions for Supervisor</li> <li>9. AOB</li> </ol>
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<b>Topics</b>	<b>Details</b>
Project Progress	<ol style="list-style-type: none"> <li>1. Recap on project</li> <li>2. Currently at Iteration 6.</li> <li>3. Improvements to be made for Metrics                             <ul style="list-style-type: none"> <li>• For Schedule Metrics &amp; Man-Hours Metrics                                     <ul style="list-style-type: none"> <li>○ Chart needs to show one line for actual, another line for plan.</li> </ul> </li> <li>• For Bug Metrics                                     <ul style="list-style-type: none"> <li>○ Show Bugs Found and Bugs Remaining Fixed</li> </ul> </li> </ul> </li> <li>4. Modify the line chart for bug and schedule metrics (Show slight variance) and show supervisor for the next meeting.</li> </ol>
Change Requests	<ol style="list-style-type: none"> <li>1. Change Request                             <ul style="list-style-type: none"> <li>▪ We do not need to inform sponsor/client about this document</li> <li>▪ As long as there is a change, we need to document down.</li> <li>▪ Show reviewers that we are in control of the project.</li> <li>▪ Information in change request:                                     <ul style="list-style-type: none"> <li>○ Who requested (Can be supervisor, client and sponsor and team)</li> <li>○ Description of Change</li> <li>○ Priority</li> <li>○ Indicator for the impact</li> <li>○ Estimated Hours</li> <li>○ Date Completed</li> <li>○ Status (Open – pending, Closed – completed)</li> <li>○ Iteration (This iteration how many changes, outstanding and completed.)</li> </ul> </li> </ul> </li> <li>2. What constitutes a change?</li> </ol>

	<ul style="list-style-type: none"> <li>• Anything that needs time/effort</li> <li>• Developed something and changes are required on the existing code</li> <li>• Changes on requirement that have not been developed.</li> <li>• For Example:             <ul style="list-style-type: none"> <li>○ Edit of the lane is considered a change.</li> <li>○ Database is also considered a change due to Scalability</li> </ul> </li> </ul>
Expansion of Scope	<ol style="list-style-type: none"> <li>1. Export Functionality</li> <li>2. Product Management Functionality</li> <li>3. Moving the third priority scope to the second priority scope</li> </ol>
New way of naming the functionalities	<ol style="list-style-type: none"> <li>1. Show Priority Circle's before and after.             <ul style="list-style-type: none"> <li>• Initial Priority Circle: Prior to Acceptance</li> <li>• Amendments on Priority Circle: After Acceptance</li> </ul> </li> <li>2. Mapping the new structure into Iteration (Timeline-milestones)             <ul style="list-style-type: none"> <li>• Display in the following ways:                 <ul style="list-style-type: none"> <li>○ Need to be clear on features.</li> <li>○ Iteration by Iteration</li> <li>○ Feature the sub-functionalities</li> <li>○ Reviewers need to know what you have build for the previous iteration and what you are going to build for the next few iteration.</li> </ul> </li> </ul> </li> </ol>
X-Factor (Consolidation and Deconsolidation)	<ol style="list-style-type: none"> <li>1. X-factor can be coded after Mid-Term.</li> </ol>
Preparation for Mid-Term	<p><u>Mid-Term wiki</u></p> <ol style="list-style-type: none"> <li>1. Mid-term wiki should consists of all the things that we are going to present.</li> <li>2. Show the changes that on the timeline on why there is a difference.</li> <li>3. Archive, and make a new timeline and present it.</li> </ol>
AOB	

S/N	Task	Member Responsible	Due Date
1	Update all metrics	Pei Shan	Next meeting

The meeting ended at 1.30pm. These minutes will be circulated and adopted if there are no amendments reported on the next three days.

Prepared by,  
Xin Yi

Vetted and edited by,  
Pei Shan