Date:	01/11/2017 (Wednesday)
Time:	1.00pm - 1.40pm
Venue:	Prof Office Level 5
Attendees:	Team PlusMinus: Low Wen Jun (Belynda) Rafid Aziz Tan Ming Kwang Gwee Wei Ling Mario Yeremia Ngawing Eugene Tan Wei Hong Supervisor: Paul Griffin
Agenda:	- Update of team's progress

	To-Do	Assignment	Due Date
1	-		

	Things Discussed	Conclusion

1	Update of team's progress
	- At sprint 12 - analytics function
	    - Used HIGHCHARTS Library to assist the generation of charts
	- Next sprint is UAT
	    - 9th November
	- Handover
	    - Confirmed at 15 November
	- Issue occurred when deploying latest development into Test Server
	    - Production Database corrupted
	    - Affected Live Database - All data lost
	    - Error Message:
	        - "Database is inaccessible"
	    - Latest backup is before UT, so it is not updated
	    - Online suggest to restart the database
	        - Need to speak to client to
		Prof suggest to always keep a backup of database, such as in a weekly basis. ^Make this a lesson learnt ^
		
		Opportunity to recover from an issue → if can retrieve, then put as technical complexity?

- ask whether this would impact any of their live instances/database
- Architecture diagram modified, with a new technology → HIGHCHARTS.
    - Showed prof.Paul the modified architecture diagram and approved.
- AI Chatbot maximum queries hit
    - AI Chatbot is down
    - Tied to account, so can't shift to another account to reset the 1000 queries because it means to redo the categories and keywords etc
    - Look at how much to buy the next few queries
        - If a few dollars team can pay? Or seek for client
        - $0.75 per 1000 queries
    - Supposed to reset every month
        - Waiting for the AI Chatbot to reset back to 1000
- Bug Score:
    - Currently is 36 Bug Score
    - New bug fixes are pushed yesterday, if the fixes are done correctly, bug score will reduce to 25.
        - AI bot is critical 10
        - 1x bugs at bug score 5 which will occur randomly
            - Quiz doesn't register answer if clicked too quickly
                - Prof Suggestion: Fix it by blocking the next button for a few seconds before appearing?

- 10 Users for upcoming UAT at 9th Nov.
    - Potential users of the systems
    - Study Task Instructions and Observe them
- Load Testing:

	- Multiple computers using the software with 50 instances accessing the portal.
	    - 50 x 6 of us = 300 instances accessing portal at one go
	- Video submission on 7th
	    - Animaker and videoing the portal
	        - Animation of cartoons
	        - Demo of portal
	        - No real users (?)
	        - Prof suggestion:
	            - A song?
	            - musical?
	    - If AI chatbot still not up, use a mock up.	

2	New HR Manager - Raymond Tay - No updates if he's the new Project Owner - So far, No. - Frank is still the project owner and is required for sign-off.	

The meeting was adjourned at 1.40pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,
Low Wen Jun

Vetted and edited by,
Rafid Aziz