



TEAM HEI

CLIENT MEETING 01 MINUTES, 21 OCTOBER 2014

Subject:	Minutes 01
Date:	21 October 2014
Time:	1400
Venue:	IDA, Meeting room #11-05
Secretary:	Ngoh Jun Dat

Attendees:

1. Eyung Lim
2. Lu Shanshan (Product Owner)
3. Hudson Lee
4. Boon Fong
5. Ngoh Jun Dat
6. Chester Chiew Wei Hong
7. Keith Tan Xiang Wei
8. Kong Yu Ning

Meeting Agenda:

1. Project Documentation Requirement
2. Project Testing Requirement
3. Stash Repository
4. JIRA Project Management Tool
5. Server Hosting
6. Deployment/Proof of Concept
7. Project Progress Demonstration
8. Introduction to Team Hei's IS480 Wiki
9. Acceptance Presentation Date

Planned Agenda

- 1. Project Documentation Requirement**
 - 1.1.** IDA requires adequate comments to the codes.
 - 1.2.** Application Programming Interface (API) specifying the different operations, their inputs and outputs and underlying types are required.
 - 1.3.** Hudson added that he would send the team some reference for us to look into.

2. Project Testing Requirement by IDA

- 2.1. Testing would be done every Sprint Review Meeting.
- 2.2. System level testing would be conducted at the end of the project.
- 2.3. User Acceptance Testing would be performed by Eyung and Shan Shan (Product Owner).
- 2.4. The first User Acceptance Test has been scheduled to be on 31 October 2014, 4pm.

3. Stash Repository

- 3.1. The last Stash account for Jasmine has been created.
- 3.2. Hudson said that he has provided us the access to Stash and that we own the repository. He added that we can have multiple projects in the repository.

4. JIRA Project Management Tool

- 4.1. Jun Dat asked if bug tracking is available in JIRA and Hudson mentioned that the function is available in JIRA and we can raise a ticket if we identify bugs. He further added that bugs found are not part of the Product Backlog and we can schedule the bug tickets as tasks in the next sprint.
- 4.2. Hudson also mentioned that the team may wish to explore the report function in JIRA to help us in generating the different charts available.

5. Server Hosting

- 5.1. Eyung explained that in event that the server is not available for our deployment, he will explain to our Supervisor if required.

6. Deployment/Proof of Concept

- 6.1. Eyung explained that as it requires numerous approvals, the project would not be deployed on government cloud.
- 6.2. He added that there would not be official release and the project would be a Proof of Concept.
- 6.3. Eyung further explained that our project would be used to pitch to different government agencies that such experiment platform is available for use after it is completed.

7. Project Progress Demonstration

- 7.1. Yu Ning and Keith demonstrated our project progress to client.
- 7.2. Yu Ning explained the different functionalities and added that the team has completed about 80% of the research work required for implementation of this project.
- 7.3. Shan Shan asked if it would be possible for user to pick the templates and Keith explained that this would be done in the later sprint.
- 7.4. Eyung clarified that the platform must enable more than two email variants for the user to conduct the experiment. Yu Ning enquired how many variants would be necessary and Eyung explained that ideally the platform should not restrict the number of email variants.
- 7.5. Eyung added that the database has to be designed in a way that will enable multiple email variants.

- 7.6. In addition, Eyung also mentioned that the team may want to explore using line chart and the experiment results to be shown in tabular format.
- 7.7. Yu Ning asked if IDA would need to keep the contact lists after the campaign ends. Eyung said that it is necessary to keep the contact lists but do not display it to the user. It was added that the contact lists to be randomised so as to achieve a fair result from the experiment.
- 7.8. The team enquired if user is able to create unlimited number of campaigns. Shan Shan said that she would get back to the team.
- 7.9. Eyung asked the email account that the team is currently using to send out the emails and the team mentioned that we are using Gmail. Eyung added that the team may continue to use Gmail for our development.

8. Introduction to Team Hei’s IS480 Wiki

- 8.1. Yu Ning went through the Team Hei’s IS480 Wiki with IDA and explained that the wiki is used to update our project progress.
- 8.2. Jun Dat to send Team Hei’s Wiki link to Eyung and Shan Shan.

9. Acceptance Presentation Date

- 9.1. Eyung and Shan Shan would be attending our Acceptance Presentation on 4 November 2014 at 2pm.

Others

1. Communication with IDA

- 1.1. Jun Dat enquired if IDA is fine with us communicating with them via SMS and WhatsApp. IDA explained that they are fine with SMS and WhatsApp as a communication medium.

2. Wireframe

- 2.1. Shan Shan requested for the team to send the UI mockup to her for her perusal.

Action Items:

Task	Due Date	Member in-charge
Multiple Campaign Creation	31 October 2014	Shan Shan
Acceptance Presentation Meeting Details	22 October 2014	Jun Dat
Send Updated Project Schedule and User Requirements Specification Document to IDA	31 October 2014	Jun Dat
Send Team Hei’s Wiki URL	31 October 2014	Jun Dat
Wireframe	31 October 2014	Keith

The meeting was adjourned at 4.00 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Ngoh Jun Dat

Vetted and edited by,

Kong Yu Ning