



TEAM VULCAN
INTERNAL MEETING 29

Date:	12 th November 2015
Time:	2.30 pm
Venue:	SMU School of Information System, Level 4
Attendees:	Heng Kok Chin, Low Wei Ting, Gareth Ng, Chan Jing Vin, Yeo Cheng Fu, Benjamin Chia
Absentees:	

Agenda:

- Updates
- Upcoming meeting timeline

Discussion:

Updates

- Moving to production server, Vesta is delayed again. Team has moved to Vesta once on 9th November but because there was issue with session forwarding and email notification, therefore we decided to move back to the test server, Hestia to ensure our pilot study run smoothly.
- On the 11th November, the issues have been resolved and there was miscommunication with Livelabs staff as they thought we would move immediately, thus they removed our permission and we run into issues with our web application. Pilot study on the mobile was not affected as the team was quick in executing our mitigation plan.
- Pilot study started as planned on 11th Nov and estimated end date is 15th Nov, but we expect some delay thus we will only be moving to production server after that. After which the Hestia server will be deleted.

Upcoming meeting timeline

- To prepare for the upcoming Final Presentation and ensuring members have time to prepare for other exams, we will finish everything (Wiki, PPT, handover) by 20th Nov.
- Upcoming meeting schedule:
 - o Wed, 18th Nov: 12pm – finish, Agenda: Fix bugs + Documentations (prepare for hand over)
 - o Thurs, 19th Nov: 12pm – finish, Agenda: Continue Documentation + PPT preparation

- Fri, 20th Nov, 1pm – finish, Agenda: Project Hand Over + Update Wiki + Rehearsal
- Tues, 24th Nov, 9.30am – 12pm, Agenda: Final Prep (Set up, Rehearse)
- Thurs, 3rd Dec, 1pm – Late, Agenda: Poster Day cum Post FYP CELEBRATION!!!!

The meeting was adjourned at 3.30 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared By: Low Wei Ting

Vetted By: Yeo Cheng Fu