



# Supervisor Meeting Minutes

## Meeting Information

Date/Time:	14 February 2018, 6PM – 715PM
Venue:	SIS SR 2 – 3
Agenda:	Rehearsal for Midterms Presentation with Supervisor
Minutes by:	Cheryl Lee
Vetted by:	Ailin Cheau

## Meeting Attendance

S/N	Team Member	Role (Refreshed)	
1	Cheryl LEE Sze Min	Project Manager / Quality Assurance	Present
2	CHEAU Nor Ailin	Backend Developer/ Solution Architect	Present
3	Grace FOO Huan Ting	Frontend Developer / Deputy iOS Developer	Present
4	LEE Pei Jia	iOS Developer / Deputy Front End	Present

## Notes

S/N	Topic	Notes & Tasks
1	Feedback	<p>Uploading of lecturers was problematic as server was down</p> <ul style="list-style-type: none"> <li>- Risky area, don't do that. Don't showcase the uploading of videos.</li> <li>- Too awkward to be waiting.</li> </ul> <p>Suggestion:</p> <p>Play the safest route</p> <p>Demo more of the phone functions</p> <p>Change the flow of the demo. Treat them like the UAT audience.</p> <p>Application first (upload cute stuff), then web</p> <p>Flow is abit messy</p> <ul style="list-style-type: none"> <li>- Intro</li> <li>- Demo</li> <li>- PM</li> <li>- Learning (good but heavy)</li> </ul> <p>Technical complexity</p> <ul style="list-style-type: none"> <li>- Not the dropping of students</li> <li>- Learning swift under a short timeframe is a technical complexity, acquiring newer skills after acceptance</li> <li>- Rewrite the code of another person without comments. That's real life. Software maintenance</li> <li>- Content management - need to learn (code maintenance, new programming language, need to understand the storage of the web. Web storage, learning S3 storage, new programming language) S3 is like a drop box and use that with the code and that the learning point. Learn</li> </ul>



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		<p>web storage and how to access the storage using the application</p> <p>Project Management:</p> <ul style="list-style-type: none"><li>- Show more evidence of project management.</li></ul> <p>Communication tools – what we're using etc</p> <p>Project Management tools:</p> <ol style="list-style-type: none"><li>1. Change log</li><li>2. How did we approach the change? How did we decide that it was ok to take up the Peer Evaluation Module?</li><li>3. Change management - when members left us</li></ol> <p>Introduction:</p> <ul style="list-style-type: none"><li>- Whether they are using Version 8, or 10.</li><li>- Introduce that they are using version 8, non updated version. They will only update when its stable</li><li>- Add the capabilities of leaning on the go</li><li>- Server must be hosted on the Singapore website, doesn't make sense to host it on other countries.</li></ul>
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## To-Do

S/N	Task	Assigned to
1	Make changes to slides and presentation style by Monday 19 Feb	All