|  |  |  |
| --- | --- | --- |
| **Date:** | 03/10/2016 |  |
| **Time:** | 1pm |  |
| **Venue:** | SIS Level 4 |  |
|  |  |  |
| **Attendees:** | Tan Kun Sheng  Li YingNan  Chia Hui Min  Ong Ming Hao  Wee Chong Wei  Fiona  Hosanna  Prof Ben |  |
|  |  |  |
| **Agenda:** | 1. Preparation for finals |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Task | Done by | Due Date |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

**Done during meeting:**

1. Admin must be able to update everything using our system.
2. Focus on 3 things
   1. Link our system main page to wiki, blue. Admin must be able to customize some of the links.
   2. Insert project description in our main page.
   3. IS480 survey
3. The Statistics function should have 2nd priority. Prioritize the 3 things first.
4. Note that we will not be able to replace the wiki individual team page that showcases their individual projects.
5. Currently, projects that are taken are not archived. Projects not taken must be carried over to the next term.
6. YingNan to meet Fiona next Monday morning 9am to discuss the survey function.
7. Survey should be done as soon as possible.
8. Best if students can edit the survey in 1 place. We need to discuss with team Appsolute.
9. Students can update survey before cut down date.
10. Term 2 should be fully registered by 2nd Oct. The new term 2017/2018 Term 1 registration of teams have started.
11. Our system should give users the flexibility to change terms like the blue scheduling system.
12. Focus on usability than complexity.
13. Team project description (company project that is not in wiki list) vs project description (sponsor). Our page should have project description.

The meeting was adjourned at 12pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Chia Hui Min