

INTERNAL MINUTES #3

Date:	07 Aug 2012
Time:	7:30 PM
Venue:	SIS GSR 2.1
Attendees:	<ol style="list-style-type: none"> 1. Melwin Tanu 2. Shira Aretti 3. Tai Shi Ling
Absentees: (provide reason if any)	<ol style="list-style-type: none"> 1. Ardian Tjeng (Overseas – Indonesia) 2. Grace Shintany Lee (Overseas – Korea)
Agenda:	<ol style="list-style-type: none"> 1. To Continue The Project Proposal 2. Coming up with Project Name 3. Allocation of Roles & Responsibility

DISCUSSION

No.	Details
1.	<u>To Continue The Project Proposal</u> Discussing about the Project Scope Settle on 2 weeks span for one iteration
2.	<u>Coming up with Project Name</u> Can.One (With Capital “C” and “O”) with a dot in between the 2 words
3.	<u>Allocation of Roles & Responsibility</u> Project Manager [Grace Shintany Lee] <ul style="list-style-type: none"> ○ Metric ○ Scheduling ○ Arrange Meetings ○ Facilitate Meetings Assistant Manager [Melwin Luis Tanu] <ul style="list-style-type: none"> ○ Assisting Project Manager Front End Lead Developer / Design Analyst [Shira Aretti] <ul style="list-style-type: none"> ○ To be incharge of the front end of the websites Back End Lead Developer / System Analyst [Ardian Tjeng] <ul style="list-style-type: none"> ○ The overall in-charge of the coding ○ Liase with Shi Ling to get the logic for certain things Business Analyst [Tai Shi Ling] <ul style="list-style-type: none"> ○ Requirement ○ Test Case

TO-DOS

Task ID	Details	Date Due	Assigned To
1.	project milestone Use a project graph or table to list the methodology used. Define the iteration breakdown with functions/features list and UAT.		Melwin

2.	Risk make RAMS		Melwin
3.	Learning Outcome		Melwin
4.	Redefine Roles and Responsibility		Grace

NEXT MEETING

Date:	11 August 2012, Saturday
Time:	12:00 PM
Venue:	Meet at Koufu first
Agenda:	TBA

Meeting adjourned by: 9:00 PM

Minutes taken by: Melwin Luis Tanu

Vetted by: <Shira Aretti> on 22/8/2012