



TEAM MEETING MINUTES

Date:	02/11/2015
Time:	1900hrs
Venue:	SIS GSR 2.7
Attendees:	Claudia Foong Pui Shuen , Goh Yi Xuan, Karen Lim Wen Yan, Nguyen Luong Thanh Minh, Vu Hoang Minh
Absentees:	-
Agenda:	<u>FYP</u> 1. Confirm changes in navigation diagram 2. Confirm flow of presentation and its contents

No.	Task	Follow Up(Person-In-Charge)	Deadline
1.	<u>Confirm changes in navigation diagram:</u> 1. Creation of customer account to be under settings 2. Selection of metrics for customer to view to be under settings	Update Navigation Diagram (Karen)	02/11/2015
2.	<u>Confirm flow of presentation and its contents:</u> 1. Team introduction 2. Sponsor introduction 3. Versafleet introduction 4. Link between Versafleet and VA 5. Problem 6. Confirmation of problem through observations 7. Introduction of VA 8. Comparing tool 9. As-Is vs To-Be processes 10. X Factor 11. Overview of project scope 12. SCOR framework 13. Project scope 14. Heuristic evaluation and user study 15. Architecture 16. Technologies 17. Workflow 18. Progress 19. Demo	Update Scope and Schedule (Karen)	02/11/2015



	<ul style="list-style-type: none">20. Project Schedule21. Current iteration22. Schedule metrics23. Task metrics24. Bug metrics25. Risk metrics26. Risk management27. Change management28. Learning outcomes		
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Vetted by: Eva

Follow up: To be circulated amongst team