

Team Meeting

Meeting Minute Number	17
Date	14/09/2014
Time	13:30 – 16:30
Venue	SOB GSR 3-35, SMU
Attendees	Kawi, Sithu, Thandar, Pei Qin, Ken
Absentees	
Agenda Topics:	<ol style="list-style-type: none"> 1. Check Iteration 4 Progress 2. Briefing on Iteration 5 3. Set next meeting time

S/N	Action items	Person Responsible	Deadline
1.	<p><u>Check Iteration 4 Progress</u></p> <p>Functionality Check</p> <ul style="list-style-type: none"> • Accept Application: 100% • Reject Application: 100% • Withdraw from Program: 95% • Track Application Progress: 100% • Access authorization to program related confidential documents: 90% (left proper UI) <p>Bugs & Feedbacks</p> <ul style="list-style-type: none"> • Withdraw status is not reflected at Participant's side • Accept Application status should be "Offered" instead of "Accepted" • Uploading confidential documents overwrite current files • Released documents does not appear at Participant's side • Need to reload the page to see updated programme detail • Date of Birth and other date formats should not include time 		

<ul style="list-style-type: none"> • Profile page tabs are not working properly. Some content went missing. • Check spelling error for notifications and form fields • Need to include validation for passport issue date and expiry date • Tile view does not reflect latest program list • From Tile view, the participant cannot apply for a program (no apply button) • It will be good if the program description includes “Apply” button • The timing at the application does not reflect actual time • UI for Terms & Agreements page should improve • It will be good to show some information that why a participant cannot tick the agreement box (something like please read the agreement or sth) • Align “User Profile”, “Setting”, and “Sign out” buttons consistently <p>Wiki Check Most of the contents are up. Update the iteration info and milestone. Upload updated schedule and scope Upload meeting minutes for Supervisor/Sponsor Upload meeting minutes for Team Modify Technical Diagrams Standardize whole wiki</p> <p>Schedule Check On schedule</p> <p>Task 1: Update the iteration info and milestone. Task 2: Upload updated schedule and scope Task 3: Upload meeting minutes for Supervisor/Sponsor Task 4: Upload meeting minutes for Team Task 5: Modify Technical Diagrams Task 6: Standardize whole wiki Task 7: Fix bugs and modify according to the feedback</p>	<p><i>Task 1,2: Thandar</i> <i>Task 3: Pei Qin</i> <i>Task 4: Thandar</i> <i>Task 5: Ken</i> <i>Task 6: Thandar</i> <i>Task 7: Sithu, Kawi, Ken</i></p>	<p><i>Task 1,2: 16/09/2014</i></p> <p><i>Task 3: 18/09/2014</i></p> <p><i>Task 4: 18/09/2014</i></p> <p><i>Task 5: 18/09/2014</i></p> <p><i>Task 6: 20/09/2014</i></p> <p><i>Task 7: 16/09/2014</i></p>
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<p>2.</p>	<p><u>Briefing on Iteration 5</u></p> <p>Reminder for Mid-term Registered for 10th October, Friday</p> <p>Next milestone User Testing #2 Date: 22nd September Location: SIS Classroom 3.1 Functionalities to be tested: as up to the development (from iter 1 to iter 5)</p> <p>Functionalities Will try to complete all core & secondary features by midterm</p> <ul style="list-style-type: none"> • Login/Logout (Facebook) • Activate Account • Assign role based access • Role-based authorization for teachers • Read documents • Reuse existing documents in multiple programs • Export selective participant data • View list of documents by program <p>Task 8: Create task allocation and detailed schedule Task 9: Prepare required documents for UT</p>	<p><i>Task 8: Thandar</i> <i>Task 9: Pei Qin, Thandar, Ken</i></p>	<p><i>Task 8: 18/09/2014</i></p> <p><i>Task 9: 20/09/2014</i></p>
<p>3.</p>	<p><u>Set next meeting time</u></p> <p>Team Meeting Date – 25 September 2014 Time – 3:00 PM – 5:00 PM Venue – NDC</p>		

Summary of task list

S/N	Task Name	Person Responsible	Deadline
1.	Update the iteration info and milestone.	Thandar	16/09/2014
	Upload updated schedule and scope		18/09/2014
	Upload meeting minutes for Team		18/09/2014
	Standardize whole wiki		20/09/2014
	Create task allocation and detailed schedule		18/09/2014
2.	Upload meeting minutes for Supervisor/Sponsor	Pei Qin	18/09/2014
3.	Modify Technical Diagrams	Ken	18/09/2014
4.	Fix bugs and modify according to the feedback	Kawi, Sithu	16/09/2014
5.	Prepare required documents for UT	Pei Qin, Thandar, Ken	20/09/2014

Prepared by:

Thandar Wai Myint

Observers:

Pei Qin, Ken