



## INTERNAL MEETING MINUTES

<b>Iteration No.</b>	1
<b>Meeting No.</b>	3
<b>Date of Meeting:</b> (Day Month Year)	12 October 2013
<b>Time:</b> (hh:mm to hh:mm)	14:30 to 17:30
<b>Venue:</b>	SIS GSR 2.7
<b>Meeting Chairperson</b>	Tan Rui Jia Noelle

**1. Meeting Agenda**

- (a) Review Previous Meeting minutes
- (b) Diagrams
- (c) Confirm Roles & Responsibilities Description
- (d) Areas for Improvement

**2. Attendance****Name [Absent/Present]**

Bie Ya Qing [Present]

Low Wen Guang [Present]

Sebastian Kiran Joy [Present]

Tan Guo Hao [Present]

Tan Rui Jia Noelle [Present]

Victor Lee Hong Zhi [Present]

**3. Discussed Content****Topic**

- a) Review previous meeting minutes



- Requirements Gathering
  - i. Send questions to various student body groups
  - ii. Both participants and organisers alike (Different set of survey questions)
- Deliverables
- Target Environment
  - i. Current Plan for Acceptance: OpenShift
  - ii. URL: <http://smu.sg/excelente>
  - iii. Future plans to purchase domain

b) Diagrams

- Use Case: OK
- ER: OK
- Architecture: OK
- Application Workflow: Current OK, to add subsequent functions pages
- Sequence Diagrams: OK
  - i. To be checked at every Pre-Iteration Preparation
- Class Diagram
  - i. Group Discussion

c) Confirm Roles & Responsibilities Description

- Good to go

d) Areas For Improvement

- Future task assignment
  - i. Will be assigned according to roles by Project Manager
  - ii. Members to sound off if help is required
- Wiki Upload Format
  - i. All files should be named with standard convention
    1. "Excelente\_<Page>\_<FileName>
- Terminology
  1. Participants = Participants
  2. Organisers = Organisers
  3. Users = Participants + Organisers



4. Next Meeting	
<b>Date of Meeting:</b> (Day Month Year)	14 October 2013
<b>Time:</b> (hh:mm to hh:mm)	15:30 to 18:30
<b>Venue:</b>	SOE GSR 3.11

5. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)		
Description	Prepared by	Due Date
Application Workflow	Wen Guang	15 October 2013

**Minutes Prepared By** Low Wen Guang, Tan Guo Hao

**Date** 12 October 2013

**Vetted and Edited By** Tan Rui Jia Noelle

**Date** 12 October 2013