

## TEAM R&I

### Supervisor Meeting Agenda

<b>Meeting/Project Name:</b>	2018T2 R&I		
<b>Date of Meeting (DD/MM/YYYY):</b>	01/11/2018	<b>Time:</b>	12.30 – 1.30
<b>Meeting Facilitator:</b>	Liting	<b>Location:</b>	SIS Office 4048

#### 1. Meeting Objective

1. Introduce ourselves to supervisor
2. Grading of acceptance
3. General tips for acceptance and FYP

#### 2. Attendees

Name	Attendance	Remarks
Chow Li Ting	Present	-
Teng Shu Yan Rachel	Present	-
Thevakumaren S/O Morgaya	Absent	Class
Raghav Gowri Sankar	Absent	Class
Mok Hao Ze Benjamin	Present	-
T S Kautham	Present	-

#### 3. Pre-work/Preparation (Documents/Handout to bring, reading materials, etc)

Description	Prepared By:
Finish majority of Project Wiki and Bring Proposal	Liting

#### 4. Agenda and Notes, Decision, Issues

Topic	Owner
<p><b><u>Introduction of the group and project</u></b> <b><u>Summary of Discussion:</u></b></p> <ol style="list-style-type: none"><li>1. How did the group come together</li><li>2. Why did you get this project</li><li>3. What is the individual role</li><li>4. What are your expectations</li><li>5. Do you have interest for the project</li></ol>	Everyone
<p><b><u>Grading of acceptance</u></b> <b><u>Summary of Discussion:</u></b></p> <ol style="list-style-type: none"><li>1. Discretionary – Subjective as it is judge by team cohesion and dynamic<ol style="list-style-type: none"><li>a. Learning outcome – Individual, need to come up with better than average learning outcomes</li></ol></li><li>2. Clarity of Project<ol style="list-style-type: none"><li>a. Scope and Requirement<ol style="list-style-type: none"><li>i. Need interested storyboard</li><li>ii. Justify why do we need 6 months for this FYP since course can still be carried on without it</li><li>iii. What makes our FYP product better than the previous version</li></ol></li><li>b. Project Knowledge<ol style="list-style-type: none"><li>i. Are there other ways to solve this problem</li><li>ii. Why do we need this FYP solution</li><li>iii. Is there similar products – do a products comparison to show why is this FYP needed</li></ol></li></ol></li><li>3. Project Plan<ol style="list-style-type: none"><li>a. Milestone and schedule/risks<ol style="list-style-type: none"><li>i. Need to put the 2 UATs and UTs with course students in the schedule</li><li>ii. Risks – need to put in more risks. For example, Alan cant finish his core materials, not enough testers, integration is highly volatile as the team does not have control over everything</li></ol></li></ol></li><li>4. General Tips and concerns<ol style="list-style-type: none"><li>a. Need to come up with Meeting minutes for supervisor, client and team meetings</li><li>b. Use Buhnanans’s meeting minutes as sample</li><li>c. Demo – Have to start demo at the 10 min mark, prove that its not hard coded by involving prof gan, explain the demo (what we are doing, what is the purpose of this action, what is expected)</li><li>d. Always test and test first</li><li>e. Have a local and deployed version ready in case of technical difficulty</li><li>f. Need to check errors and display appropriately to users</li><li>g. Midterms – what makes your project so complex</li></ol></li></ol>	LiTing

5. Action Item		
Action	Owner	Due Date
Discuss with the team regarding how to proceed for acceptance	Liting	2 <sup>th</sup> November 2018
Check Wiki Deadline	Liting	3 <sup>rd</sup> November 2018
Complete meeting minutes with Buhanaana's minutes format	Liting	3 <sup>rd</sup> November 2018
Prepare Acceptance Slides	Liting	7 <sup>th</sup> November 2018

6. Next Meeting (if applicable)	
Date (DD/MM/YYYY):	NIL
Time	NIL
Location	NIL
Objective	NIL