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| Meeting No. 1 |
| Date: | 21 May 2014 (Wednesday) |
| Time: | 7:00PM – 10:00PM |
| Venue: | IS480 Room |

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| Meeting No. 13 |  |
| Date: | 20 Nov 2015 (Friday) |
| Time: | 14:00PM – 15:15PM |
| Venue: | SIS Level 5, Room 5036 |

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| Members: |  |
| Attendees: | Lim Junyang Leon |
|  | Yong Chin Wei Sherman  |
|  | Hu Qunqun Carina |
|  | Lau Si Ting Amabel |
| Absent with valid reason: | Nil |
| Minutes prepared by: | Lau Si Ting Amabel |

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| Agenda 1. Demo – admin and analytics module
2. UT 3
3. Final Presentation Slides
4. Others
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*\*See appendix for minutes*

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| Appendix |

**Demo**

**Analytics**

* Provide a total count of cancelled appointment for in depth analysis - appointment scheduled dashboard
* Select pie chart and stays as it is else users will not know what they have selected previously, in depth analysis - appointment scheduled
* prof feedback: 3 tier validations -> select marketing channel -> select reason and see which appointment types are for that selected marketing channel and for that selected reason
* error: Cannot update filter - date format issue
* for filter datepicker - include text to inform user that the selected date refers to date of purchased
* for filter selection of marketing channels - include select all

**Final presentation slides**

Our solution

* A bit abstract
* Any screen shots, or frames from the pitch video

Our problem

* Take a picture of the black book

Demo

* Still need to show basic appointment scheduling
* Still basic & advanced features

Technical Diagram

* Show another client and show the web sockets

Technical Complexity

* Concrete slides to show logic complexity
* Use visual process & diagram for people to better understand your complexity
* Put all complexities in, put the ones you want to present in front

Change Management

* Just show different examples

Metrics

* Give different examples for different metrics (Different from the mid terms)

Risk Management

* Ideally the handover plan should not be a risk

Handover plans

* Add one to two slides on the handover plans
* Eg: A user guide or menu on how to use the system / configure it (first level)
* second level (api documentation)
* high level architecture diagram
* third level (comments in the codes)
* deployment plans, how to setup server
* what if they move to another machine, if they move to another environment

X-Factor & Sponsor evaluation

**Other**

* Final wiki, put almost all the content there by Monday
* Peer evaluation (individual) and sponsor evaluation to be submitted by 1 dec 2015