

# Team Meeting

<b>Meeting Minute Number</b>	02
<b>Date</b>	13/05/2014
<b>Time</b>	15:00 – 19:00
<b>Venue</b>	SMU, SOB GSR 3-2
<b>Attendees</b>	Ken, Chengchi, Kawi, Sithu, Thandar
<b>Absentees</b>	-
<b>Agenda Topics:</b>	<ol style="list-style-type: none"> <li>1. Collate Interview Answers</li> <li>2. Prepare Project Scope</li> <li>3. Prepare Functionalities for Iteration 1</li> <li>4. Assign Tasks and deadline</li> <li>5. Set next meeting time</li> </ol>

S/N	Action items	Person Responsible	Deadline
1.	<u>Collate Interview Answers</u> <ul style="list-style-type: none"> <li>• Collated interview answers from interview session and answer sheet</li> <li>• Checked the other necessary points for Requirement Gathering</li> <li>• Categorized the answers in the proper way</li> <li>• Drew business processes and identify the bottlenecks</li> </ul>		<i>[Date   time]</i>
2.	<u>Prepare Project Scope</u> <ul style="list-style-type: none"> <li>• Listed down current problems and solution</li> <li>• Transformed solution into System functionalities for development</li> <li>• Identified Core and Additional functionalities</li> <li>• Defined Project Scope based on the functionalities</li> <li>• Team agreed that the Project Scope is manageable, excluding some additional features</li> <li>• Task 1: Draw Business Processes and explanation of</li> </ul>	Task 1: Chengchi  Task 2: Thandar	<i>15/05/2014</i>

	<p>process in words</p> <ul style="list-style-type: none"> <li>Task 2: List down Problems and Solution, Project Scope</li> </ul>		
3.	<p><u>Prepare Functionalities for Iteration 1</u></p> <ul style="list-style-type: none"> <li>Selected functionalities to develop for Iteration 1 <ul style="list-style-type: none"> <li>User Account Management <ul style="list-style-type: none"> <li>CRUD functions</li> <li>Login</li> </ul> </li> </ul> </li> </ul>		
4.	<p><u>Assign Tasks and deadline</u></p> <p>System Development</p> <ul style="list-style-type: none"> <li>Task 3: Research on Technologies and inform PM regarding with the selection of technology</li> <li>Task 4: Divide the tasks among LD, SA, LUI and inform PM</li> <li>Task 5: Draw Use Case Diagram and Sequence Diagram</li> </ul> <p>Project Management</p> <ul style="list-style-type: none"> <li>Task 6: Update Wiki</li> <li>Task 7: Liase with Sponsor and Supervisor regarding with Project Scope</li> <li>Task 8: Prepare Project Proposal once the Scope is approved</li> </ul> <p>Business Related Matters</p> <ul style="list-style-type: none"> <li>Task 9: Analyze Business Competitors</li> <li>Task 10: Come up with suggestions and ideas for Project Development</li> <li>Task 11: Ask for Business Data Structure and Format</li> </ul>	<p>Task 3, 4: Sithu, Ken, Kawi</p> <p>Task 5: Ken</p> <p>Task 7, 8, 11: Thandar</p> <p>Task 6, 9, 10: Chengchi</p>	
5.	<p><u>Set next meeting time</u></p> <p>Development team meeting Date: 15/05/2014 Time: 07:30 pm Venue: TBC</p> <p>General team meeting</p>	Task 12: Thandar	16/05/2014

	<p>Date: 17/05/2014 Time: 02:00 pm Venue: SMU</p> <ul style="list-style-type: none"><li>• Task 12: Send Agenda before the meeting</li></ul>		
--	---	--	--

**Summary of task list**

S/N	Task Name	Person Responsible	Deadline
1.	<ol style="list-style-type: none"> <li>1. Draw Business Processes and explanation of process in words</li> <li>2. Analyze Business Competitors</li> <li>3. Come up with suggestions and ideas for Project Development</li> <li>4. Update Wiki</li> </ol>	Chengchi	<i>Task 1:</i> 15/05/2014  <i>Task 2,3</i> 18/05/2013  <i>Task 4:</i> 20/05/2014
2.	<ol style="list-style-type: none"> <li>1. Draw Use Case Diagram and Sequence Diagram</li> </ol>	Ken	18/05/2014
3.	<ol style="list-style-type: none"> <li>1. List down Problems and Solution, Project Scope</li> <li>2. Send Agenda before the meeting</li> <li>3. Ask for Business Data Structure and Format</li> <li>4. Liase with Sponsor and Supervisor regarding with Project Scope</li> <li>5. Prepare Project Proposal once the Scope is approved</li> </ol>	Thandar	<i>Task 1:</i> 15/05/2014  <i>Task 2:</i> 16/05/2014  <i>Task 3:</i> 18/05/2014  <i>Task 4, 5:</i> 23/05/2014
4.	<ol style="list-style-type: none"> <li>1. Research on Technologies and inform PM regarding with the selection of technology</li> <li>2. Divide the tasks among LD, SA, LUI and inform PM</li> </ol>	Sithu, Kawi, Ken	<i>Task 1:</i> 21/05/2014  <i>Task 2:</i> 18/05/2014

Prepared by:

**Thandar Wai Myint**

Observers:

**Ken, Chengchi**