Team Meeting

Meeting Minute Number	06
Date	04/06/2014
Time	19:30 – 22:15
Venue	SIS GSR 3-1, SMU
Attendees	Ken, Chengchi, Kawi, Sithu, Thandar
Absentees	-
Agenda Topics:	1. Sharing of Database Structure 2. Updates from team members 3. Set next meeting time

S/N	Action items	Person Responsible	Deadline
1.	<u>Sharing of Database Structure</u> Sithu and Kawi shared about what they have discussed for back-end development, especially on Database structure. Technology choice – Reason – Constraint – Number of tables – Table Names – ***Things to take note*** **Business Analyst (Chengchi)** • Must know the business process, problems, solutions and other necessary information • Must be able to give clear direction for the development team • Make sure all required documents are available for the team to refer whenever they want • Has to be present in back-end development meeting at	Task 1, 2: Sithu & Kawi Task 3: Ken Task 4: Chengchi Task 5: Thandar, Sithu, Kawi	***Task 1 & 2: 08/06/2014*** ***Task 3: 10/06/2014*** ***Task 3: 08/06/2014*** ***Task 4: 09/06/2014***

	the early stage to give clear direction • Allow development team to play around in the SAFE ZONE (must check what they are doing is what Sponsor wants) **Lead UI (Ken)** • Closely work together with back-end development team • Has to be present in development meeting for smooth integration of UI and back-end functionalities • Make sure UI is in align with what Sponsor wants **Back-end Development Team (Kawi & Sithu)** • Include Lead UI in development meeting before implementing core functionalities • Counter-check with BA about the business requirements • Focus mainly on the back-end development, not in business aspects or UI • Explanation of back-end development process will not be carried out in the future meetings, proper documentation is required for the team to refer and check the status Task 1: Create documentation for database structure Task 2: Fill in the information of chosen technology for Proposal Task 3: Crate interactive Wireframe Task 4: Create a documentation with statistics regarding with current system and proposed system Task 5: Divide the scope according to the iteration for Proposal		
2.	Updates from team members **Kawi and Sithu** have shared in previous session. **Ken** 1. Modified wireframe **Chengchi** 1. Categorized interview answers from interview 2. Link back the wiki pages **Thandar** 1. Prepared metrics (bug, schedule) 2. Prepared Task Checker		

	3. Prepared Risk Management Plan 4. Working on remaining parts of proposal (waiting for the discussion with the team for the iterations)		
3.	<u>Set next meeting time</u> **Team Meeting** Date – 8th June 2014 Time – 10:30 AM – 1:00 PM Venue – SIS, SMU		

Summary of task list

S/N	Task Name	Person Responsible	Deadline
1.	Crate interactive Wireframe	Ken	*10/06/2014*
2.	Create a documentation with statistics regarding with current system and proposed system	Chengchi	*08/06/2014*
3.	Create documentation for database structure Fill in the information of chosen technology for Proposal	Kawi, Sithu	*08/06/2014*
4.	Divide the scope according to the iteration for Proposal	Thandar, Kawi, Ken, Sithu	*09/06/2014*

Prepared by:

Thandar Wai Myint

Observers:

Ken, Chengchi