



TEAM HEI

TEAM MEETING MINUTES 18, 3 MARCH 2015

Subject:	Minutes 18
Date:	3 March 2015
Time:	1.00 pm
Venue:	SMU Library, Project Room 2-5
Secretary:	Ngoh Jun Dat

Attendees:

1. Ngoh Jun Dat
2. Chester Chiew Wei Hong
3. Jasmine Lin Qianru
4. Keith Tan Xiang Wei
5. Kong Yu Ning

Meeting Agenda:

1. Post Midterm Reflection
2. The Way Ahead
3. MOM Demo

Planned Agenda

1. Post Midterm Reflection

- 1.1. The team sat down together to watch midterm video to look out for areas of improvements

2. The Way Ahead

- 2.1. The team came up with several tasks which we want to do in a bid to further improve our final year project
- 2.2. Firstly, the team stated that the slides for the Final Presentation would have to be completed at least one week before the day of Final Presentation so that the team can have ample time to prepare for it.
- 2.3. Also, the team decided to increase the number of UTs to seek even more insights which can help improve the system.
- 2.4. On the development front the team would be doing the following: (1) upgrading the UI, (2) open an additional port so that we would have a staging and live server, (3) build a landing page, and (4) add in a send preview email variants.

3. MOM Demo

3.1. For the demonstration to the MOM, it was decided that Yu Ning would be doing the introduction and Keith would be bringing the audience through the demo.

4. Dropbox Migration

4.1. As the dropbox space would be expiring soon, Jasmine was tasked to perform a dropbox migration to preserve the team’s backup documents and codes.

5. IDA Meeting

5.1. The IDA meeting is set on 2.30pm at IDA on the following Friday.

Action Items:

Task	Member in-charge
Upgrade UI	Keith
Additional Port	Chester
Build Landing Page	Jasmine
Send Email Preview	Yu Ning
Liaise with MOM	Jun Dat

The meeting was adjourned at 3.00 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Ngoh Jun Dat

Vetted and edited by,

Kong Yu Ning