



INTERNAL MEETING MINUTES

Iteration No.	4
Meeting No.	1
Date of Meeting: (Day Month Year)	09 December 2013
Time: (hh:mm to hh:mm)	13:00 to 14:00
Venue:	SOE Level 2 Study Benches
Meeting Chairperson	Tan Rui Jia Noelle

1. Meeting Agenda

- (a) Pre – Iteration Planning
- (b) AOB

2. Attendance**Name [Absent/Present]**

Bie Ya Qing [Absent]

Low Wen Guang [Present]

Sebastian Kiran Joy [Present]

Tan Guo Hao [Present]

Tan Rui Jia Noelle [Present]

Victor Lee Hong Zhi [Present]

3. Discussed Content**Topic**

- (a) Pre – Iteration Planning
 - i. Iteration consists of the following functionalities
 - a. Upload Documents [Web]



- b. RSVP for Event [Web]
 - c. CRU Event Schedule [Web]
 - d. CRU Feedback Form [Web]
 - e. CRU Registration Form [Web]
 - f. Download Documents [Mobile]
 - g. View Event Schedule [Mobile]
 - h. View Event Floor Plan [Mobile]
 - i. Respond to Feedback Form [Mobile]
 - ii. Yaqing's OCSP till 13 December, development can start on 14 December and end on 20th.
 - iii. Buffer from 21st to 23rd.
 - iv. Testing should start on 23rd and end on 27th December.
 - v. 1 day buffer
- (b) AOB
- i. Noelle will be away from 12-19 December
 - ii. Victor will take over PM duties
 - iii. No development was done during exam period – no updates for mentor
 - a. Next mentor meeting will be postponed until progress is made

4. Next Meeting	
Date of Meeting: (Day Month Year)	21 December 2013
Time: (hh:mm to hh:mm)	16:00 to 18:00
Venue:	Coffee Bean (Next to Kopitiam)



IS480 AY2013/14 SEMESTER 2

5. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)

Description	Prepared by	Due Date
Development	Kiran, Ya Qing	24 December 2013
Test Cases	Wen Guang	20 December 2013

Minutes Prepared By Low Wen Guang, Tan Guo Hao

Date 09 December 2013

Vetted and Edited By Tan Rui Jia Noelle

Date 09 December 2013