DATE	23 October 2013
TIME	4pm
VENUE	SIS GSR 2-3
ATTENDEE(S)	Chua Pei Shan, Gwendolin Tan, Ng ZhenYuan, Lim Xin Yi, Shemin Ang Supervisor – Mr. Alan Megargel
ABSENTEE(S)	-

AGENDA	1. Proposal 2. Wiki Page 3. Project Plan 4. Project Progress 5. AOB

Topics	Details
Proposal	1. Section 4: Change the table headings to Functional Areas and Function instead of Functionalities and Sub-Functionalities. 2. Section 4: Put an asterisk to indicate our X-Factor Iteration. 3. Indicate which Functional Areas / Function will be completed by Acceptance and by Mid-Term. 4. Section 5: Replace the current schedule in proposal with a timeline to indicate Milestones and the Functionalities that will be done in the iteration. In the timeline, indicate the major deadlines and describe what will be done during the iteration. 5. Section 6: For technical risk, indicate what technology risks we will be facing and for each, indicate the mitigation plans.
Wiki Page	1. Add in Architecture / Technical Complexity Tab and include the following: • Architecture Diagram • Technology we using • Data model • Sequence Diagram
Project Plan	1. Buffer should be in terms of hours (Can be 1 day but 20 hours free) 2. Work out critical path for whole project and for each of the iteration. After which, find out which tasks can be done concurrent and which to be parallel.

	3. Not graded on how well we utilize our resources. If Resource Planning is not good, we can use metrics to keep track and use data to prove. Most important thing is that we need to keep track of the metrics. 4. Documentation for revising the diagram could be at the end of buffer so that if some of the documents do not need to be updated, we can get use the hours back to do other things.
Project Progress	1. Change the Metrics to keep track of the schedule in terms of how long we have exceeded the planning. For example, Planned Date is 24/10/2013 but we ended on 25/10/2013. Hence, we used up one extra day. 2. Man hours tracking is in terms of % and schedule is in terms of days. 3. Schedule Metrics is used to show that we can improve the estimates for the next iteration.
AOB	1. To clarify if Sponsor is it Ms Tan Kar Way or Mr Tan Pang Jin? 2. We can name our function What-if Analysis instead of Scenario Management. (If asked by reviewers, we can say that we are aware of terminology but the client wants it to be called it that way.) 3. We need to show our database design by Acceptance, we show one table to prove that we can link to the database.

S/N	Task	Member Responsible	Due Date
1	Set up meeting with Prof Alan	Pei Shan	26/10/2013

The meeting ended at 5.15pm. These minutes will be circulated and adopted if there are no amendments reported on the next three days.

Prepared by,
Xin Yi

Vetted and edited by,