

Team Meeting

Meeting Minute Number	24
Date	01/12/2014
Time	13:30 – 16:30
Venue	SIS GSR 3-3, SMU
Attendees	Kawi, Sithu, Thandar, Pei Qin, Ken
Absentees	
Agenda Topics:	1. Iteration 9 Debrief

S/N	Action items	Person Responsible	Deadline
1.	<p><u>Iteration 9 Debrief</u></p> <p>Development Progress</p> <ul style="list-style-type: none"> Reuse existing documents – 100% Other improvements – 100% <p>Functions Tested</p> <ol style="list-style-type: none"> Login/Log out via Facebook Create, Update Registration Form Upload Document for Admin <u>(from Document repository)</u> Role based authorization for teachers Export selective participant data Reuse existing documents in multiple programs Assign role-based access (Additional) Administrator Dashboard (Additional) Update participant's registered email Send automatic email at application status change <u>(Modify Email Content)</u> CRUD programme Reuse existing form Auto populate function 		

	<p>14. Update Profile 15. Deactivate account 16. Account Verification 17. Teacher related functions 18. Download and upload documents 19. Reuse existing documents in CV programme 20. System Setting 21. Admin Dashboard 22. Application related functions (participant) 23. Payment update</p> <p>Presentation Slide</p> <ul style="list-style-type: none">• Slide (PM) - 100% done• Slide (UT) – 100% done• Slide (Business) – 100% done• Slide (Technology) – 100% done <p>Wiki</p> <ul style="list-style-type: none">• PM related info – 100% done• Final Presentation slide –Done• Project Highlight, Project Challenges, Project Status – Done• Risk management – 100% done• Reflection and testimonial – 100% done• Final Wiki status – 100% done		
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Summary of task list

S/N	Task Name	Person Responsible	Deadline
1.			
2.			
3.			
4.			
5.			

Prepared by:

Thandar Wai Myint

Observers:

Pei Qin, Ken