

TEAM R&I

Internal Meeting Agenda

Meeting/Project Name:	2018T2 R&I		
Date of Meeting (DD/MM/YYYY):	29/12/2018	Time:	12:30 – 17:00
Meeting Facilitator:	Liting	Location:	LKS PR 2-5

1. Meeting Objective

1. Technical details with PM for Vue.js and Tibco
2. Upcoming functions to focus on (rank them)
3. Expectation for upcoming milestones (Acceptance 2)
4. Common timeslot for meeting with Sponsor and Supervisor
5. Issues faced by the team in the previous acceptance
6. Vue.js progress
7. Technical details on vue.js
8. Future plans of FYP

2. Attendees

Name	Attendance	Remarks
Chow Li Ting	Present	-
Teng Shu Yan Rachel	Present	-
Thevakumaren S/O Morgaya	Present	-
Raghav Gowri Sankar	Present	-
Mok Hao Ze Benjamin	Present	-
T S Kautham	Present	-

3. Pre-work/Preparation (Documents/Handout to bring, reading materials, etc)

Description	Prepared By:
Go through udemy full course	Everyone
Listing issues to highlight	Everyone

4. Agenda and Notes, Decision, Issues

Topic	Owner
Technical details with PM for Vue.js and Tibco Went through the template on Vue.js and Tibco to go through everything in detail	Rachel, Raghav

<p><u>Upcoming functions to focus on (rank them)</u></p> <ol style="list-style-type: none"> 1. DCD and Accounts (6th Jan) 2. Fund transfer and Bill payment (2 sprints) 3. Authentication (2 sprint) 4. Loan, marketing promotion and account statement (4 sprints) 5. Stock and wealth management (2 sprints) 6. Knowledge and game application (2 sprints) 	Liting
<p><u>Expectation for upcoming milestones (Acceptance 2)</u></p> <ol style="list-style-type: none"> 1. DCD and Accounts 2. Fund transfer and Bill payment 3. Authentication 	Liting
<p><u>Common timeslot for meeting with Sponsor and Supervisor</u></p> <p>Supervisor meeting – Every alternate Tuesday at 10am Sponsor meeting – Every Friday 5.30pm Weekly meeting – Week 1 (10th Jan 12pm to 3am)</p>	Liting
<p><u>Issues faced by the team in the previous acceptance</u></p> <ul style="list-style-type: none"> - Scrum will be introduced - Commitment in the group - Deadlines aren't followed - Back and front-end communication broken down - Punctuality is important 	Liting
<p><u>Future plans of FYP</u></p> <p><u>Grouping for future coding</u></p> <ol style="list-style-type: none"> 1. Primary group to handle harder functions– Rachel and Ben 2. Secondary group to handle easier functions– Raghav, Kautham and Theva <p><u>Before starting a new module</u> List all the data needed to request API and what should be generated</p> <p><u>Deadlines aren't followed</u> 2 weeks grace of coding problems if still doesn't work then stay in school to code till we are done</p> <p><u>Punctuality</u> 20 mins grace else fine of 5min 50 cents</p>	Liting

5. Action Item		
Action	Owner	Due Date
Email Prof Alan <ul style="list-style-type: none"> - Regarding API for customer preferences - Weekly meeting Friday is 5.30 to 6pm 	Liting	4 th Jan
Email with Prof Huixian	Liting	29 th Dec

- if running scrum is possible - Meeting on week 2		
Complete Accounts module	Raghav, Kautham, Theva	6 th Jan
Complete DCD module	Rachel Ben	6 th Jan

6. Next Meeting (if applicable)	
Date (DD/MM/YYYY):	08/01/2019
Time	10 00 – 12 00
Location	LKS PR 4.16
Objective	Process update on coding and PM