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| <b>Date:</b>      | 06/09/2017 (Wednesday)  |
| <b>Time:</b>      | 1.00pm - 2.00pm   |
| <b>Venue:</b>     | Prof Office Level 5   |
| <b>Attendees:</b> | <p>Team PlusMinus:<br/> Low Wen Jun (Belynda)<br/> Rafid Aziz<br/> Tan Ming Kwang<br/> Gwee Wei Ling<br/> Mario Yeremia Ngawing<br/> Eugene Tan Wei Hong</p> <p>Supervisor:<br/> Paul Griffin</p> |
| <b>Agenda:</b>    | - Update of Team's progress   |

|   | To-Do                              | Assignment | Due Date |
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| 1 | Make amendments in wiki            | Belynda    | 10 Sept  |
| 2 | Edit the way bug metrics is logged | Rafid      | 10 Sept  |

|   | Things Discussed  | Conclusion   |
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| 1 | <u>Burndown Chart:</u><br>To make the Actual and Estimated line to be more closely aligned. Find out which is overestimated? Is it individual task or by module based? What can be done to make it more align?  |  |
| 2 | <u>Review of technical diagram:</u><br>Instance of window 10 is the triageuser. Split into 3 environment: development, test, live.  | Prof Paul has drawn up a overview for the team to review |
| 3 | <u>Client might not be able to meet x factors:</u> <ul style="list-style-type: none"> <li>- No live user (&amp; insufficient) <ul style="list-style-type: none"> <li>- Client will not be rolling out the system, so there will be no live users, only</li> </ul> </li> </ul> |  |

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|   | <p>test users</p> <ul style="list-style-type: none"> <li>- Client side might not have sufficient staffs to be live users.</li> </ul> <p>To do:</p> <ul style="list-style-type: none"> <li>• Change the x factor in the midterm wiki</li> <li>• Explain why is there a change in expectation in x factor <ul style="list-style-type: none"> <li>○ In the beginning we expect to do this.. But then after ... then we can only do this.</li> <li>○ Is it because they have a penetration test?</li> </ul> </li> <li>• State that the x-factor is all in test environment</li> <li>• Do a new x factor inside midterm page, leave current x factor as it is.</li> </ul> |  |
| 4 | <p><u>Server configuration SSL for chatbot:</u><br/>Ok to find the free SSL available</p> <p><u>Audit module:</u></p> <ul style="list-style-type: none"> <li>- Security audit <ul style="list-style-type: none"> <li>- Who log in to who to where</li> <li>- Password attempted</li> <li>- Which users use which function</li> </ul> </li> <li>- Performance</li> </ul> <p>Prof suggestion: Can look for what libraries and plugins to use for audit module.</p>   |  |
| 5 | <p><u>Progress Update:</u></p> <ol style="list-style-type: none"> <li>1. <b>Belynda:</b> <ol style="list-style-type: none"> <li>a. wiki , help out with QA, did UT1, explore analytics function,</li> <li>b. To do UT test scripts, midterm wiki</li> </ol> </li> <li>2. <b>Rafid:</b> <ol style="list-style-type: none"> <li>a. Train Chatbot (LUIS)</li> </ol> </li> <li>3. <b>Ming kwang:</b> <ol style="list-style-type: none"> <li>a. Quiz development <ol style="list-style-type: none"> <li>i. Timer</li> <li>ii. Configuration</li> <li>iii. Results</li> </ol> </li> </ol> </li> </ol>  |  |

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|   | <ul style="list-style-type: none"> <li>b. To do Transcript Module next sprint</li> </ul> <p>4. Eugene:</p> <ul style="list-style-type: none"> <li>a. User development</li> <li>b. Change in logic for multiple roles</li> <li>c. Changed the codes to view the courses without logging in</li> <li>d. To do SSL cert for holding the chatbot in AMK Server</li> </ul> <p>5. Gwee:</p> <ul style="list-style-type: none"> <li>a. Changing of U, renaming, quiz module to create new pages,</li> <li>b. To do: Think about design for next sprint (transcript)</li> </ul> <p>6. Mario:</p> <ul style="list-style-type: none"> <li>a. List of validations for course module, quiz module, and learning feedback and account module, encounters a problem</li> <li>b. To do: Continue with validations</li> </ul> |  |
| 6 | <p><u>Bug metrics:</u><br/>Have one bar for carried forward errors, one bar for current sprint errors, and one bar for total sprint</p> <p><u>Test plan document:</u><br/>Like a high level document to discuss what testing are you going to do?</p> <ul style="list-style-type: none"> <li>- Non functional testing <ul style="list-style-type: none"> <li>- Security</li> <li>- Performance</li> </ul> </li> </ul> <p><u>Change management:</u><br/>Need to add in a folder of evidences of the changes requested</p>  |  |
| 7 | <p>Next week prof meeting <b>change to monday 4.30pm</b></p> <ul style="list-style-type: none"> <li>- Show prof the learnhub next week (Demo)</li> <li>- Send prof the google drive link</li> </ul> <p>All core functions are done and will be</p>  |  |

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|  | ready for UT2. |  |
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The meeting was adjourned at 2.00pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,  
Low Wen Jun

Vetted and edited by,  
Rafid Aziz