Team Meeting

Meeting Minute Number	16
Date	03/09/2014
Time	19:00 – 21:30
Venue	SOE GSR 4-2, SMU
Attendees	Kawi, Sithu, Thandar, Pei Qin, Ken
Absentees	
Agenda Topics:	1. Check Iteration 3 Progress 2. Briefing on Iteration 4 3. Set next meeting time

S/N	Action items	Person Responsible	Deadline
1.	Check Iteration 3 Progress **Functionality Check** • Update Registration Form: 100% • Delete Document: 90% • Download Document: 100% • Send automatic email at Application status change: 90% • Auto-schedule email reminder: 100% **Bugs from Iteration 2** • Create Registration Form: Drag & Drop is done • Update Profile for participant is done and tested. • Email is not allowed to modify. • Pages are no longer accessible without login. • Archived Programmes are not listed in the programme list at participant's side. • File Upload is done, maximum size is 5 MB and will not allow to upload if the file size is bigger. • Program Thumbnail is able to be updated successfully.		

	Application Check Update Registration Form Drag & Drop has a bug. Delete the other fields from the form when one of the form component is drag and drop. Delete Document UI has not link with the list of document page since this function will be developed at the later phase. Download Document Working properly on deployed version. Local version has problem which increase the size of the file and not readable. Send automatic email at Application status change Successfully sent. Need to add proper template and required info in the email. Auto-schedule email reminder Successfully set the reminder and send the email before the deadline of the programme. Need to check with HJ whether the team should hard code it for all programmes created or allow admin to key in for every programme. **Wiki Check** Updated the iteration info and milestone. Need to add the link for Acceptance Wiki to put slides and video link. Required to upload Story board Modified Motivation with proper breakdown Upload User Access Control tables on Project Scope page Upload updated schedule and simplified version Template of Metrics page need to be modified Upload updated Technical Diagrams Upload High-Fi Prototype Create proper template for prototype and UT page **Schedule Check** Eat up 2 buffer days Slight slip in the schedule		
2.	Briefing on Iteration 4		

	Note*: considered as heaviest iteration of the development **Functionalities** Application Module - Accept Application - Reject Application - Withdraw from Program - Track Application Progress Authorization Module - Access authorization to Program related confidential information **Wiki** Upload more technical documents Update Development Progress Upload Low-fi		
3.	<u>Set next meeting time</u> **Team Meeting** Date – 14 September 2014 Time – 1:00 PM – 3:00 PM Venue – SIS, SMU		

Summary of task list

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

Prepared by:

Thandar Wai Myint

Observers:

Pei Qin, Ken