



INTERNAL MEETING MINUTES

Iteration No.	2
Meeting No.	2
Date of Meeting: (Day Month Year)	17 October 2013
Time: (hh:mm to hh:mm)	13:00 to 15:30
Venue:	SOB GSR 2.11
Meeting Chairperson	Tan Rui Jia Noelle

1. Meeting Agenda

- (a) FYP Proposal
- (b) Metrics Run Through
- (c) Confirm Layout of Wiki Page
- (d) Preparation for Mentor Meeting 1
- (e) AOB

2. Attendance**Name [Absent/Present]**

Bie Ya Qing [Present]

Low Wen Guang [Present]

Sebastian Kiran Joy [Present]

Tan Guo Hao [Present]

Tan Rui Jia Noelle [Present]

Victor Lee Hong Zhi [Present]

3. Discussed Content

Topic

a) FYP Proposal

- Add in Priority Circle
- Merge Project Description & Motivation if lack of space

b) Metrics Run-Through

- Bug
 - i. Only metrics developers should update
 - ii. Testers, or anyone else can also add comments if bug is found
 - iii. Else, good to go
- Schedule
 - i. Good to go
- Risk
 - i. Add in risk of members having health issues
- Else, good to go

c) Confirm layout of Wiki Page

- Project Team Page > Roles & Responsibilities
 - i. Use informal pictures for individual photos
- Project Stakeholders page
- Content to include future student groups and/or organisations that have provided us with any form of assistance in the course of the project

d) Preparation for Mentor Meeting 1

- Mentor meeting agenda
 - i. Keep in up to speed with updates from supervisor
 - ii. Brief on mentor roles & responsibilities
 - iii. Manage Expectations
 - iv. Prepare slides for presentation
- Show current web app progress

e) AOB

- Learning Outcomes
 - i. Homework for all



ii. Personal Expectations/What do I want to learn and gain from FYP? - Reformat Competitors Table i. Streamline competitor's chart

4. Next Meeting	
Date of Meeting: (Day Month Year)	20 October 2013
Time: (hh:mm to hh:mm)	13:00 to 16:00
Venue:	SOE GSR 3.18

5. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)		
Description	Prepared by	Due Date
FYP Proposal	Noelle	22 October 2013
Risk Metrics	Noelle	20 October 2013
Learning Outcomes	ALL	20 October 2013
Reformat Competitors Table	Wen Guang	23 October 2013

Minutes Prepared By Low Wen Guang, Victor Lee Hong Zhi

Date 17 October 2013

Vetted and Edited By Tan Rui Jia Noelle

Date 17 October 2013