Supervisor Meeting

Meeting Minute Number	06
Date	03/10/2014
Time	14:07 – 14:55
Venue	SMU SIS Level 5 [Prof Gan's Office]
Attendees	Ken, Pei Qin, Thandar, Sithu
Absentees	Kawi [Personal Reason]
Agenda Topics:	1. Discuss the Mid-Term slides with Prof Ben

S/N	Action items	Person Responsible	Deadline
1.	**Discuss the Mid-Term slides with Prof Ben** **Why did we choose our sponsor?** Prof Ben: How are you helping them in this project? Be specific (Eg. Organize tasks) **Value to Sponsor** Prof Ben: Need to ask the sponsor how our system will help them. Perhaps it saves time and does it increase the number of participants? We could ask our sponsor to give us testimonials. Like how will they use this system and how it is beneficial to them? **Our Product** Prof Ben: Give some description. 1. Improve current business process - What process? 2. Submission of documents - The document for what purposes? 3. Too general **Project Motivation** Prof Ben: Do it in circle format		

Event Flow

Prof Ben: Can take the slides out.

Overview of Demo Personas

Prof Ben: Don't need to include the personas. For the scenario, can be more specify like do volunteer at where? Also, the scenario should start with administrator, followed by the participant.

Overview of Demo Function

Prof Ben: List the steps

X-Factor

Prof Ben: Put the date at the top

System Overview - Mean Stack

Prof Ben: Need to be more detail. Break it down via client, server or layers. And are the codes being reused?

System Architecture

Prof Ben: Move this slide before the System Overview - Mean Stack

Technical Architecture

Prof Ben: Take out the CRUD words

System Maintainability

Prof Ben: What's the point of putting the rules since you code differently for each users

Important Features

Prof Ben: List out the most different thing in your slides

Technical Complexity

Prof Ben: Show the code for the form builder. E-signature can be placed under Appendix.

User Testing

Prof Ben: List out what are you testing. Demographics should be organized / sorted. Our current slide for User Testing does not help much. Should answer the following question:
1. Why are you doing User Testing
2. What are you trying to claim

Also, bar chart can be used instead of a pie chart. Pre-Survey can be excluded for our presentation. The slides on Post-Survey result should remain. We can average them and put in a chart.

An example that we can include in our slide is the difference in people who have use and did not use before the current system. What did you find out from there?

Project Management

Project Scope
Prof Ben: Should include the planned (from acceptance) vs actual
List out what did you add or remove.

Project Schedule
Prof Ben: Include the Planned vs Actual. The schedule is too small to be seen.

Future Risk
Prof Ben: Include a slide called future risk. How to deal with the scope / stakeholder management?
Should highlight the risk that you have deal with. List out what are the changes and summarize them.

Risk We Encountered
Prof Ben: Should decide what is best for sponsor? Take out elements such as poor communication, cannot find common time slot and overwhelmed by work.

Others
Prof Ben: Did you learn something out from it? Did you avoid making more bugs? Did you change the way you do or manage?

Testimonials from our supervisor, Prof Ben:
Overall, I like your project. You manage your sponsor and stakeholder well - able to deal with the changes from them. During our weekly meeting, I can see the development in the User Interface. It clearly describes how much you have progress which in turn shows the project management skill.

Summary of task list

S/N	Task Name	Person Responsible	Deadline
1.	To work on the PowerPoint slides	Pei Qin, Thandar	*3 days before Mid Term Presentation, 7 October 2014*
2.	To continue on the analyzing of the User Testing	Ken	
3.	To continue working on the development	Sithu, Kawi	*2 days before Mid Term Presentation, 8 October 2014*

Prepared by:

Chua Pei Qin

Observers:

Thandar, Kawi