



INTERNAL MEETING MINUTES

| | |
|---|--------------------|
| Iteration No. | 4 |
| Meeting No. | 4 |
| Date of Meeting: (Day Month Year) | 05 January 2014 |
| Time: (hh:mm to hh:mm) | 13:00 to 14:30 |
| Venue: | SIS GSR 2.3 |
| Meeting Chairperson | Tan Rui Jia Noelle |

1. Meeting Agenda

- (a) Recap & Updates
- (b) Development Progress
- (c) AOB
- (d) Appendix A

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) Recap & Updates

- a. iOS – Native or Web App
 - i. Decision: Native
 - ii. Resources: Prof Alan has a mac book we can use for deployment from past semester's FYP group

(b) Development Progress

- a. Ya Qing is back
 - 1. Iteration 4 functionalities 85% complete
 - 2. Left with Feedback Form function
- b. Testing
 - i. Iteration 4's functionalities can continue being tested with Web's current progress
 - ii. As the testing progresses, we should be discovering more of what each functionality needs to do and then add on to the test cases in future iterations
 - iii. Also, the actual results and pass/fail columns, append more columns at the back for every iteration so can track if that particular test case passed in every iteration
- c. Research on Android design and UI placement to boost app's usability
- d. Wiki page needs to be updated
 - i. Refer to Appendix A
- e. Transited to Amazon Server
 - i. Rationale: More reliable than OpenShift in terms of availability. When OpenShift is down, testing is affected – delays progress

(c) AOB

- a. Communication Protocol
 - i. Prior Agreement – Email (Low Urgency), Whatsapp (Medium Urgency), Call (High Urgency)
 - ii. During holiday period, response time was supposed to be within 24 hours for email and 12 hours for whatsapp. We did fine.
 - iii. Actual FYP semester
 - 1. For every email or whatsapp message, whether or not it is relevant to your



individual job scope, if someone fires a message that is at least relevant to FYP, please acknowledge.

2. Response Time

a. Email – 24 hours

- i. If any of us send out an email to an external person and ccs us, don't need to reply, but at least read through. If it concerns us internally, senders to put names under TO, and not CC.

b. Whatsapp – within 6 hours

c. Missed Call – ASAP

b. Meetings

i. Internal

1. Mondays 3.30pm
2. Fridays 3.30pm
3. *Only if needed
4. All future meetings shall aim to be no longer than 2 hours. Focus on progress updates, preparation of external meetings and admin discussions

ii. Reminder: FYP Lecture on 8th Jan, Wednesday, 7pm @ SOA NAKA

iii. External

1. Supervisor Meetings: Every other Friday, 430pm starting 10th January
2. Mentor Meetings: TBC

Appendix A

Home page:

Milestones –

Core Functionalities Completion (6 January 2014)

Secondary Functionalities Completion (19 January 2014)

Upcoming Events –

Next Internal Meeting (10 January 2014)

Next Mentor Meeting (TBC)

Next Supervisor Meeting (10 January 2014)

'Project Status' change to 'Project Progress'

Current Iteration: 5

Iteration Start Date: 6 January 2014

Iteration End Date: 19 January 2014

About Us:

Team Roles & Responsibilities –

Change the images to pure text

Project Overview > X-Factor

Analytics – Come up with either a textual or visual representation

Delete 'Experiences' tab

Project Management > Project Schedule

Overview: Upload before we meet Alan

Complete schedule – Put onto a 'view only' google docs excel spreadsheet

Project Management > Metrics

- Centralise all the tables
- Convert image to text to make it look nicer.
- Add a tab under schedule metrics (Schedule metrics across iterations)
- Add a tab under bug metrics (Bug metrics by Iteration)
- Add iteration 2, 3 and 4

Project Management > Risk Management

Convert bottom wordy part into images

Project Documentation > Prototypes

Take out 'Paper Prototype'

Change 'Web App' to 'Web Application' and 'Mobile App' to 'Mobile Application'

Project Documentation > Minutes

Upload minutes for Iterations 3 and 4 (By Tuesday, 2359)

All the downloadables should be in PDF, not word format

| 4. Next Meeting | |
|---|-----------------|
| Date of Meeting: (Day Month Year) | 06 January 2014 |
| Time: (hh:mm to hh:mm) | 19:00 to 19:30 |
| Venue: | Skype |

| 5. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
|---|-------------|-----------------|
| Description | Prepared by | Due Date |
| Update Wiki | Guo Hao | 10 January 2014 |
| Research on Android Design | Victor | 10 January 2014 |

Minutes Prepared By Low Wen Guang, Tan Guo Hao

Date 05 January 2014

Vetted and Edited By Tan Rui Jia Noelle

Date 05 January 2014