



PIVOTAL EXPERT 2.0

IS480 MEETING MINUTES

with Supervisor

Thursday, July 7, 2011

1 MEETING OVERVIEW

1.1. ADMINISTRATIVE

Date Issued	2 July 2011
Recorded By	Kenneth Kok
Vetted By	Mark Chen

1.2. MEETING LOGISTICS

Meeting Date	2 July 2011
Meeting Time	8:00 pm
Meeting Location	SIS Level 5 Meeting Room
Attendee(s)	Kenneth, Mark, Raymond, Daniel, Robert, Chris Boesch
Absentee(s)	None

1.3. MEETING AGENDA

1. Update Chris on progress
2. Pivotal Tracker
3. Paper prototype
4. Bimonthly forecasts

1.4. RELATED FILES

Nil

2 MEETING MINUTES

S/N	Point Discussed	Details	Action By	Due Date
1	Update Chris	<ul style="list-style-type: none"> - Kenneth has ran some Selenium tests to check which functions are not working - Selenium must be able to click one button and run ALL the tests without fail. And then again. This can be done by bypassing the Janrain using a developer page to log in and refreshing the database whenever the test is run. This must not be on the production server. - Daniel has gone through the codes - Robert has done up the design for our FYP wiki - Fixed the role of PM and secretary - Dropbox has been approved as one of our collaboration tools for pure admin documents (NOT codes) - Paper prototype - We have loaded most of our tasks into Pivotal Tracker 	All	
2	Bimonthly forecasts	<ul style="list-style-type: none"> - research on PayPal - extend code coverage - remove redundant files and folders - fill up the wiki with all the required documents, such as metrics 	Mark	
3	Paypal	<ul style="list-style-type: none"> - Chris wants to know when is the first date we can start using paypal on the site and get projects moving? - this is important as it determines when we can "go live" 	Chris	
4	Features towards completion	<ul style="list-style-type: none"> - Chris wants to know how many % of the features are working in relation to the end product? 	Chris	

5	Moving forward (Concepts)	<p>- We need to have the following 3 ingredients in our recipe for success:</p> <ol style="list-style-type: none"> 1. Big vision – always come with a helicopter view of the project before moving into the nitty gritty. Be not focused solely on details when the larger picture has not internalized. 2. Paypal – this needs to be up and running. Currently one of our biggest technical risks. 3. Progress in development – constant progress. This is why pivotal tracker is used for our project management to drive progress in every turn of the project. This is also the basis of how Pivotal Expert should work. 	All	
6	Moving forward (management)	<ul style="list-style-type: none"> - Chris would like to see us take a greater level of ownership in the project and to do so, we will be implementing the codes from scratch. - Members need to play a bigger part in their individual roles so as to take ownership of their own domain and not over rely on other members - Chris has set up 2 new repositories for us in Github to start the new codes 	All	

**** Minutes are assumed to be read by all parties involved.**

**** Minutes with no comments for 3 working days from the day it was sent to client is assumed as confirmed and agreed by both parties.**