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| Date: | 30th October 2012 |
| Time: | 3pm-4pm |
| Venue: | SISS level 5 |
| Attendees: | Kevin, Jenzus, Boon Kheng, Sherrie, Jervenne, Wai Mun |
| Agenda: | 1. Roles and Responsibilities
2. Update
3. Prototyping
4. Others
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| Others: | Please take note of To-Do list, date of next physical meeting is on the 2nd of November at 9am. Client arriving at 10am. |

1. **Roles and Responsibilities**
* Richard Davis going through roles and responsibilities to get a clearer picture of our roles
	+ Kevin – what the project needs to do
	+ Jenzus – what the project is doing.
	+ Sherrie – focus on business and effective communication with client
	+ Wai Mun – usability analyst. How to take a product and make it usable. It has to be designed to be usable FROM THE BEGINNING.
	+ Jervenne – Quality Analyst
	+ Boon Kheng – Lead developer
* Risky to have more than half the team doing development.
	+ More coders can mean you can do more. But it also depends on how you allocate the workload and integrate.
1. **Update**
* Project scope – too wordy. Break down by role and what things they can do.
* Focus primarily on the meat and the main things that they will be doing
* The issue of differing views regarding our scope was brought up to see Prof’s opinion
	+ - BG’s initial feedback was that scope is not enough. But with better communication – scope is actually sufficient.
		- What is our objective? Good grades or value add to client? If you do your best to provide best to the client, grades should come naturally.
		- No big issues with regards to the scope of the project
		- Kevin brought up the issue about the u ndefined business process – the obstacles we faced regarding defining the process - Client is still figuring out what they need
			* Go through an iterative process and do prototype with checkpoints to mitigate this risk.
			* Use prototype to bring client through it so that they can know what the process is about
			* Pick a coherent piece/process and work on it – from a simple usage to a troubled usage.
		- Schedule looks like it’s dividing into chunks of functionalities – this risk because they don’t know what they want, it might lead to going back to previous functionalities
			1. Schedule to be redesigned by stakeholders
			2. Or can do it by processes
			3. Use paper prorotype for everything. Then divide for implementation.
			4. Each process – let your stakeholder evaluate and respond to their feedback. So that they can think in terms of individual scenario. This makes it easier for them to give you feedback. AGILE Philosophy – lots of contact with client
* What prototype for acceptance?
	+ Paper prototype already done
	+ Implementing a simple registration
	+ Sign up, registration. Difference – sign up just basic info with email. Registration is the one with more details.
	+ Are you confident that with that you can estimate the time taken for every other piece? Yes. Because based on estimation, at the rate that we are working, we can complete it.
	+ Matching algorithm is the biggest, seemingly
	+ Mobile – research done. Preparing environment
	+ Prototype challenges so that it can help your challenges. Eg for algorithm, use java to test your logic. As simple as it needs to be. Just to be able to convince yourself It’s doable. Task approval – do a design document (pmsb) that makes sense to you.
	+ Mobile application – a phone gap app deployed to at least 1 device and connected to the server to get some information. 1 page that has complex enough interface. To show that you are capable of doing it and you understand it.
	+ Will not fail acceptance but will show great understanding. Have enough buttons and check boxes. Pick a piece of what will go into the final application. Show to client to see if they are okay with it. There’s a risk as they may not be the most responsive – show client to ensure that they are okay with it.
	+ BK’S CLARIFICATION ABOUT PHONEGAP
	+ Remember to plan for some buffer time for the unexpected
	+ Need to be clear on the platforms you will be testing on. You should actually try it out on all the platforms.
	+ Make a set of target for the platforms and browsers. Inform client about it.
	+ If going to deploy on mobile devices – make sure you have them to test on
	+ Build prototype – mitigate our risk of facing unfamiliar mobile building.

**TO-DO:**

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| No. | To-Do | Done By | Due Date |
| 1 | Schedule and wiki | Kevin | Next meeting |
| 2 | UI and workflow | Wai Mun | Next meeting |
| 3 | Mobile prototype and server deployment | Boon Kheng | Next meeting |
| 4 | Scope slides. Focus on questions, statistics and profile | Jervenne | Next meeting |
| 5 | Business value, X factor | Sherrie | Next Meeting |