PRIME FACTOR TEAM PROGRESS REPORT 5
Sprint 6: 5 September – 18 September

Tasks for Sprint 7 (19 September – 8 October):

S/N	Tasks

1	Development
	    1. Start Video Conference
	    2. Set KPI Conditions
	    3. View KPI Conditions

2	Planning For Philippines Trip (SMU Week 7)
	    1. Administrative preparation with Mr. Sonny
	    2. Hardware commissioning

3	Change Management: 1. Make relevant changes feedback from User Test 2

Quick Overview of Progress

Sprint	Tasks	Comments	Completion (%)	Status
6	Apply Leave/MC		100	
6	View Leave Status		100	
6	Edit Leave Application	Will adjust after UT2 Feedback	90	
6	Approve Leave		100	
6	Reject Leave		100	
7	Start Video Conference		Upcoming	
7	Set KPI Conditions		Upcoming	
7	View KPI Conditions		Upcoming	

Review of Progress

S/N	Issue	Task Affected	Impact	Raised By	Follow Up Actions
1	It is informed that the hardware will be installed at Philippines office within this two weeks (19 Sep – 8 Oct)	Register Attendance	High	Ding Jun	1. Prepare to do physical testing ahead of trip to minimize potential issues 2. Ask for physical device information

Hi Prof,

      Thank you for providing us your advice so far. For this upcoming sprint, we will be focusing on planning the Philippines onsite trip. Ding Jun and Ting Yu will be the ones who would be flying over to Manila to do at onsite visit to understand about the infrastructure (CCTV & Biometric systems) of the office. We hope to be able to secure the integration and minimize the time spent in troubleshooting as there is limited time they will be over at Philippines. We will meet with Sonny again to finalize the logistics and arrangements.

      Apart from this, we are pleased that our development work has been quite smooth so far. The leave application module was completed without much bugs encountered. In the upcoming sprint, we foresee that there could be much required changes to the KPI functionalities as some of the parameters provided by Sonny may not be easy to translate into programming.