TEAM R&I

Supervisor Meeting Agenda

Meeting/Project Name:	2018T2 R&I		
Date of Meeting (DD/MM/YYYY):	29/01/2019	**Time:**	10 00 – 11 00
Meeting Facilitator:	Liting	**Location:**	SIS Office 4048

1. Meeting Objective
1.   Acceptance 2 (21 Feb, 1pm) 2.   Demo for Bill Payment and Fund Transfer (whatever we have done) 3.   Project Management Chart

2. Attendees		
Name	**Attendance**	**Remarks**
Chow Li Ting	Present	-
Teng Shu Yan Rachel	Absent	Sick, on Medical Leave
Thevakumaren S/O Morgaya	Present	-
Raghav Gowri Sankar	Present	-
Mok Hao Ze Benjamin	Present	-
T S Kautham	Present	-

3. Pre-work/Preparation (Documents/Handout to bring, reading materials, etc)	
Description	**Prepared By:**
-	-

4. Agenda and Notes, Decision, Issues	
Topic	**Owner**

Updates on previous action items
   - X-Factor
       o No X-Factor for Acceptance
   - Demo changes
       o Refer to
   - UT Documents
       o First part: UAT, second part: UT
	Liting

Acceptance 2 - Prepare the slides	Liting

Demo for Bill Payment and Fund Transfer
   - Try to be as realistic as possible (Refer to the existing ibanking UI)
   - When selecting multiple billing organizations must be able to select/key in specific details for each organization
   - Fix the 'success' pop up message
	Raghav & Benjamin

Project Management Chart - Recommended to have burndown sprint chart - Change Bug Metrics (20 > TM score > 10) - Get more people for UAT	Liting

5. Action Item

Action	Owner	Due Date
User Testing 1 (Up to Wiki)	Liting	31 Jan 2019
DCD Module Deployment	Rachel	1 Feb 2019
Acceptance 2 Slides	Liting	11 Feb 2019

6. Next Meeting (if applicable)

Date (DD/MM/YYYY):	12th Feb 2019
Time	10 00 – 11 00
Location	SIS Office 4048
Objective	Updates on project