Date: 6 April 2018

Time: 12.30pm

Venue: SMU SIS 4048

Attendees: Gerald Tan
Bertran Queck
Yeo Yi Xiang
Jamie Chew
Toh Yi An
Hwee Xian

Notes:	1. Development Progress
	   a. All features completed
	2. Actual vs Planned Scope
	   a. How/why we expanded the educational component
	3. Proof of Deployment 2 and 3 updates
	   a. User Demographics
	   b. Improvement in Ratings
	   c. Achievement of X-factor
	4. Application Runthrough
	5. Questions on Finals
	   a. Details of handover (1 slide)
	      i. When
	      ii. What
	   b. Tech complexity
	   c. Project management
	   d. Emphasis that live deployment has been done
	      i. "Live since.." —> Need to ask sponsor
	   e. Staging server
	   f. Quality of product refers to speed, quantitative metrics, load testing, etc
	   g. Still allowed to update wiki—> minutes, final presentation
	   h. Deployment Link:
	      i. "Please note that this is a production link, thus, if you would like to try out the app, please contact Yi An at …"
	   i. How are we going to demonstrate quality of our product?
	      i. concurrent users, timing (how long do they have to wait)

The meeting was adjourned at 1.30pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,
Jamie