Official meeting 4

Time: 11.20 to 11.

Persons:

Ms Robina

Alvin

Qi Liang

Ryan

Zhen Yao

Discussed about project plan and planned amendments (gantt chart and project timeline)

Discussed about planned state of final application that we plan to deliver to the client (apk form instead of deployed), manual must be well developed enough so that client will not pursue for help.

When the team and client meet physically, try to get client to sign documents properly and backdate the signatures

Usability report and test plan need to be updated asap

Any documents with changes need to be submitted into a folder for examiners

There'll be a final report where all the previous reports are appendices for, a guideline will be provided

Week 15 exhibition, need a few different phones for demonstration, or emulator. May need to deploy on site.

\*\*\*Remember to get client consent

Have to design a poster and video for the week 15 exhibition

Can use previous tests before prototype development as basis of review, must be remarked in report.

Create a test account for examiners with admin privileges, and note down the credentials in the report.

Keep weekly minutes and comments inside github