Temasek Polytechnic

School of Informatics and IT

**Diploma in Information Technology (IT)**

**AY2013/2014 Oct Semester Level 3**

MP Week 2 Meeting Minutes

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| Date: | 23/12/2013 | |  |
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| Venue: | IT7-8-10 | |  |
|  |  | |  |
| Present: | Yeak Shaw Wen (Mr.)  Lim Yi Han (Mr.)  Philbert Tan Jin Kiat (Mr.)  Cheng Jun Ming (Mr.) Wei Xiang (Mr.) | | Supervisor  Team Leader  Team Member  Team Member  Team Member |  |
|  |  |
| Absent with apologies: |  | |  |

| **S/No** | **Item** | **Action By** |
| --- | --- | --- |
|  | Meeting started at 03:00 pm |  |
| **1** | **Checking of Term of Reference**  The Supervisor queried the team for the purpose of today’s meeting.  Yi Han requested the supervisor to take a look at the Term of reference the team had done to check whether the team is doing correctly.  The Supervisor tasked the team to send a copy of the draft of Term of Reference for him to check because he is checking the other group TOR as well.  The team replied that they will be sending the draft of their currently TOR work as well as the weekly timesheet to the supervisor. | The team to send the draft of Term of Reference and the weekly timesheet to the Supervisor via email |
| 2 | **Design of the Application**  The Supervisor queried the team whether they had check their mail regarding the files he had sent to the team.  The team replied that they had check their email and that they had look through the files sent.  The Supervisor asked the team whether they had started working on the files he had sent which consist of the mobile android design template and design specs.  The team replied that they have not started on it yet  Yi Han answered that the files are not related to the Term of reference and Project plan and that it should be in the Design Specification or Software Requirement Specification.  Wei Xiang agreed that it is in the Design Specification.  The supervisor asked when the Design Specification deadline is.  The team replied that it should be around mid-january.  The supervisor explained that he requested those files is because he was required to show the Design Specification to the client which is Sembawang Secondary School.  The team agreed on his explanation and told the supervisor that they will able to do the Design Specification by mid-January. |  |
| **3** | **Read up on Android**  The Supervisor queried the team if they had actually downloaded any android development tools and started to learn how to code.  Philbert replied that he had in fact downloaded some of the android development tools on the computer and explained that the team would most likely be using Eclipse to develop the mobile application.  The Supervisor asked if Philbert had actually coded any application and tasked him to run the application and show him.  Philbert asked the team where the run button is.  The Supervisor queried Philbert if he had actually run the application and how to do it.  Philbert explained that in order to run the application, the team first need to create an android virtual device and then run on it.  The Supervisor asked the team if they know that an alternative way would be using the data cable to connect to personal android phone.  Yi Han and Philbert replied that they knew about it.  Yi Han told the supervisor that the team had went to the library to borrow some books on android software.  The supervisor asked the team what books they had borrowed and show to him to let him take a look. He recommended on one book regarding Android written by a Singapore author which was used for MNS diploma last time.  Wei Xiang took out one of the library book and showed it to him.  The supervisor looked at the content and replied that the book is not very useful for us when doing Eclipse.  The supervisor request that the team to borrow the book he recommended earlier as it provide a good guidance to the team. | The team to go and download Eclipse and learn how to code using the application.  The team to look for the book recommended. |
| **4.** | **Agile Unified Process**  The Supervisor asked if the team had any further questions for him.  Yi Han asked that although he had checked on Agile Unified Process, he is unsure whether the team can used it.  The Supervisor asked the team what is the difference between Agile Unified Process and Rational Unified Process.  Yi Han explained that besides Agile doesn’t have phrases, there’s actually not much difference and that in the Terms of Reference, the team stated that they will be using Rational Unified Process.  The Supervisor said that if that’s the case, the team should just use Rational Unified Process. He queried the team what is the characteristic of Rational Unified Process and requested the team besides Yi Han to reply as this should be a team decision.  Wei Xiang explained that one of the characteristic is that the team will be doing all the requirement gathering and planning based on requirement first before proceeding to developing the application, which helped to reduce the risk level.  The Supervisor agreed that that is indeed one of the characteristic.  Philbert explained that another characteristic could be that Rational Unified Process breakdown the amount of task and organized the development of the software. The system will segment into different phrases for easier analysis and planning for the team.  The Supervisor queried the team what are the task that would be broken down.  The team replied that they are unsure of what are the task required to be broken down and request that the Supervisor explained clearly about it.  The Supervisor explained the task are related to one another like the phrases such as the different part each member are tasked to do. He replied that the team progress is quite slow and we need to speed up our work given the number of hours. | The team to start planning and do the required task as soon as possible for the supervisor to check. |
|  | Meeting ended at 04:15 pm |  |

Recorded by: Lim Yi Han, Philbert Tan Jin Kiat, Cheng Jun Ming, Wei Xiang

Vetted by: