

**Team éXi**

Meeting Minutes

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| Subject | Supervisor Meeting Minutes 01 |
| Date | 27 July 2018 |
| Time | 19:15 – 20:30 |
| Venue | SIS Room 4056 |

Attendees

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| Name | Attendance |
| Moh Moh San | Absent |
| Riana | Absent |
| Tang Hui Xin | Present |
| Thet Thet Yee | Present |
| Loo Wei Hua Shawn | Present |
| Zang Yu | Present |
| Prof Koh Lian Chee | Present |

Meeting Agenda

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| Agenda |
| 1. Introduction of Team to the Supervisor   Summary of Discussion   * Brief Introduction of the team members to the supervisor |
| 1. Revisiting the Proposal and highlighting areas of improvement   Summary of Discussion   * Prof highlighted that the risks section of the proposal should be done in the risk table format for easy references * The phrasing of the risks are inaccurate and hence would require rephrasing. * Prof highlighted the concern of maintainability of the iOS application * The team was lacking in documentations and hence would have to complete all the necessary diagrams for easier understanding of the project * The project scope has some minor errors with regards to which functionality should be placed under which section (Core, Secondary etc) and would require modifications. |
| 1. Demonstration of implemented functionalities   Summary of Discussion   * Prof feels that the creation of admin accounts should be done in a more secure way and hence suggested for us to research on the industry practices of admin account creation * The tutor creation forms reset the fields to blank when an error has been detected and hence Prof suggested for us to alert the user of the field rather than wiping the form clean. * The system was not functioning as expected and we were to debug the system before going for User Testing |

Action Items

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| Action | Member Responsible | Due Date |
| As-Is Diagrams | Shawn | 4 August 2018 |
| To-Be Diagrams | Shawn | 4 August 2018 |
| Debugging of functionalities | Everyone | 28 August 2018 |
| Architecture Diagram | Thet Thet Yee | 4 August 2018 |
| Risk Table | Tang Hui Xin | 4 August 2018 |
| User Testing Survey | Tang Hui Xin | 28 August 2018 |
| Project Scope | Tang Hui Xin | 4 August 2018 |

The meeting was adjourned at 8:30 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared By,

Loo Wei Hua Shawn

Vetted and Edited By,

Zang Yu