**Internal Minutes**

**Time:** 2:15pm – 2:50pm

**Date:** 14 November 2016

**Location:** Level 5 SIS Lift Lobby

**In-Attendance:**

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| --- | --- |
| Christopher Teo | Project Manager |
| Yu Zheng Yuan | Business Analyst, Front-End Developer |
| Aloysius Lam | Back-End Developer |
| Abdul Shahid Bin Rahmat | Lead Front-End Developer |
| Friedemann Ang | Lead Back-End Developer |
| Jason Wu | Back-End Developer |

**Objective:**

* Progress of project to date
  + Looking forward to UT2
* Allocation of task
* Any other business

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| --- | --- | --- | --- | --- |
| S/N | Item | Assignee | Status | Due Date |
| 1 | **Progress of project to date**  Looking forward to UT2  Chris reminds the team that UT2 will be on 12 December 2016 and we should have completed the proposed function in the first few sprints.  Shahid feels that we might not be able to meet the propose UT 2 and proposes that we push it forward by at least 10 days.  Christopher mentioned that it might be too close to Christmas.  Christopher to check with Eddy and is proposing to have it either the end of this year or the start of next year (most probably the first week of January). | Christopher | To-do | 30 November 2016 |
| 2 | **Allocation of task**  Christopher and Zheng Yuan to work out some business process. We need to figure out some questions like:   * Do we need to record the address? * How would the verification process work? How many times they need to register? The screening and scanning of temperature might affect the database?   Christopher will need to iron out and confirm with Eddy.  Shahid and Aloysius to work on scanning and checkpoints, registration page and administration page. Afterwards, they will be focusing on form creation.    However, they have no data to work with. Meanwhile, they will be using fake data.  They would need access to the server to figure out how the data is structured. Christopher needs to confirm the use of the server with Eddy.  Friedemann will focus on the process logic of the search for contact tracing. He will have to determine what fields can be variables. For example, search by ward, location, NRIC.  Friedemann and Zheng Yuan draft up IU for contact tracing.  Zheng Yuan to prepare functional specs, test case and integration test  Shahid to prepare technical specs (such as systems requirements). | Christopher and Zheng Yuan  Christopher  Shahid and Aloysius  Christopher  Friedemann  Friedemann and Zheng Yuan  Zheng Yuan  Shahid | To-do  To-do  To-do  To-do  To-do  To-do  To-do  To-do | 30 November 2016  30 November 2016  30 November 2016  30 November 2016  30 November 2016  30 November 2016  30 November 2016  30 November 2016 |
| 3 | **Any other business**  To fix the issue of existing users mentioned in the acceptance meeting.   * Shahid propose to show an existing user page when the NRIC exist in the database.   Another issue mentioned was the security of the visitor pass as the barcode consist of their NRIC.   * Aloysius mentions to combine both VisitorID and CheckInID to gernate the new barcode. * Friedemann mentions to use a simple cipher to encrypt the barcode.   Shahid propose that we confirm the ER diagram/database structure (that will take 1 day) and system design (that will take 1 day). After which, Zheng Yuan will help out in HTML coding of the application.  Shahid propose to have coding sessions on Monday, Tuesday and Friday during December.  Shahid personal goal is to complete the system by the end of December.  Looking forward after exam. There is a need to explore contact tracing. Then, facilities and pass management.  Shahid will be gone on during on holiday during December. Shahid will confirm the dates that he will be away.  Friedemann will be working. He prefers to meet in the evening or on the weekends. |  |  |  |

The minutes will be vetted and circulated to the relevant parties within 24 hours of the meeting.

Recorded by.

Yu Zheng Yuan

Business Analyst, Front-End Developer

Grizzly Badgers

Vetted by,

Christopher Teo

Project Manager

Grizzly Badgers