**Internal Minutes**

**Time:** 9:00am – 10:30am

**Date:** 18 January 2017

**Location:** SIS Level 5

**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, Database Manager |

**Objective:**

* Update on what have been done so far
* Any other business

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| --- | --- | --- | --- | --- |
| **S/N** | **Item** | **Assignee** | **Status** | **Due Date** |
| 1 | **Registration Page**  **To do:** Include validation for mobile and address.  **To do:** Printing of visitor’s pass needs to be fixed.  **User Management Page**  **To do:** Talk to the IT team about the kind of users that will be using the system. Currently, we have identified the following users – Visitor, Counter Staff (or Nurse), Infection Team and IT Team.  **To do:** Have to identify your user to allow better management of security. Consider if you should implement - Role Based or Function Based. It will affect the flexibility to assign access control to certain users.  For added security, tabs on the administration page are not just hidden but it does not loaded if they have the access right to the function / pages.  **Schedule**  **To do:** The project schedule on wiki have symbols to indicated the progress of the completion of the module. The battery bar needs to be more accurate, it should only be full when it has been tested and signed off.  Currently, we are on sprint 6 and the timeline is no longer accurate. As we are on a sprint and it doing feature box. We have features that are incomplete. By right, the features need to completed before we move on to the next module. If not, it will increase the risk of the project. Therefore, there is a need to update the timeline to There is a need to complete the function or the risk will increase.  **To do:** Re-do the timeline with the redeployment guideline (the test must be on the client server).  **To do:** Need to ask the timeline on when they can get the server license for us to deploy our application. Alternatively, get a backup data but we need to anonymize it by removing the names.  **Any other business:**  **To do:** Draw up a mock dashboard.  **To do:** Architecture diagram must be for the whole system. It will be useful for the midterm presentation.  **To do:** Test plan for visitor, front desk, MIS, it will help the business process. Include scenario to help the user understand what is going on.  *Review of the codes:*  In the code, if implemented correctly. Should be able to edit on the fly for C# design. But since we are using bootstrap, we are unable to do.  The view cannot be one whole page. It is not very secure and there are other ways to do it to beef up security.  Consider that the bottom layer is independent (not so frequently changed) and the top layer (frequently changed). Think of the maintenance and flexibility etc  We talked about serialize data and pass object. How it is automatic serialize (only for string) but not for strongly type.  *Advise on the schedule:*  Before we go live. We need 1 week test and we have to consider that it is only after CNY. As the holiday just ended, the employees are still busy.  Presentation for midterms will include information like what technology you have leverage on like C# (ASP), what are the modules developed, database and how you connect it etc  **To do:** Contact tracing needs to have report generation.  Also advised not to be too ambitious. Need to complete at least 80% main/core functionality before midterm before moving on to the rest.  First UT will be conducted tomorrow on 19/01/17.  Next meeting will be on 25/01/17. | Shahid  Shahid  Christopher  Christopher  Christopher  Christopher  Christopher  Zheng Yuan  Zheng Yuan  Christopher / Zheng Yuan  Friedemann | Pending  Pending  Pending  Pending  Pending  Pending  Pending  Pending  Pending  Pending  Pending | 25/01/17  25/01/17  25/01/17  25/01/17  25/01/17  25/01/17  25/01/17  25/01/17  25/01/17  25/01/17  25/01/17 |

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