**Internal Minutes**

**Time:** 9:05am – 10:20am

**Date:** 25 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**  **2**  **3**  **4**  **5** | **Deployment on AMK-THK server**  If we are unable to host our application on the server of AMK-THK. The alternate plan is to host our application on the laptop of AMK-THK. Our supervisor does not recommend it because the output might be different from the server and laptop.  **To do:** There is a need to gain server space on AMK-THK by the end of this month. Have to be clear on the requirements:   1. It will be a VM virtual machine with administrative rights and not a server partition 2. It will be dedicated to us 3. It can only can query the patient DB 4. It will be the same domain as the DB server 5. It will be a direct connection and can queried without a VPN   **Updates on Schedule and UT**  The system will be tested on 17 Feb 17 (Fri) for a Pandemic Drill. Then, the following week on 24 Feb 17 (Fri) will be for a presentation.  Before the start of the test there needs to have a short brief before conducting the test.  Self / Assisted Registration Page  **To do:** Minimum required to have at least 6 characters, when searching for a patient. Also, the self registration will be limited to same day registration and no future date will be allowed. The reason is to ensure that the declaration would accurate. Our supervisor recommends to include a fixed date without the date picker and only allow the visit time to be changed.  To reduce time required to enter the registration form. Some non-compsulory fields like email have been removed.  **To do:** To further improve the time needed to enter the registration form. We are obtain the address by postal code. We would have to check the API with Singapore Post. However, we do understand the limitation and we are unable get the unit number of the address.  Additional validation have been included for mobile number and it must be a valid Singapore number. That means numbers need to start with 6 and 9 and also limit to eight digits.  **To do:** The warning message colour may not be so obvious and suggest to try different colours.  **To do:** We have to send in the minutes for our last UT to staff at AMK-KTH to verify and ensure that the minutes is accurate and it is what they agreed on.  We are still developing the printing function as we just managed to get the physical printer.  **To do:** A request was added to include registration for emergency cases. We are considering to included it on another page or include it in another tab.  We are exploring to see if there is a need for QR code instead of a barcode.  To help combat visitors from wandering to location they are not supposed to be in. A suggestion from our supervisor is have a phone application to read barcode of the visitor pass for verification and ensure that the visitor is in the right location.  **Tasks to be completed before next meeting**   1. Include a change log to show what have been updated 2. Ensure that it is possible to print out the pass 3. Ensure that it is possible to scan of the barcode 4. Redo the schedule with new testing. Also, ensure that the schedule include the right term. For example, there is a module called dashboard but it more of just displaying of data. It should be called something like accurate like data visualisation. 5. Include a test plan that should consist of goals, scenario, the users (who is going to be there) and questions. It has to be included in the slides too. 6. Need to update the Architecture Diagram (aka Component Architecture). Consider if there is shared validation. The idea is to look through the project and check if there is any dependency. However, we are intending to separate it into class at a later time. We have to include every single detail like the technology like barcode reader, 3rd party framework, printer etc. 7. Think of an Idea for a new metric that will be useful to help us understand the workload. Some suggestion includes storyboard, task assignment, happy index, velocity count (the time taken to complete a task), number of Github checkins. Also think of how to build rapport within the team like a penalty for late comers or team building activities. Go beyond just schedule and bugs metric and consider using certain application like trello to help manage workload.   **Detailed Test Plan**  Before we conduct user training and user testing on 9 Feb, we would need to:   1. Fix any outstanding bugs 2. Get people to test the system (can be anyone) to even try on a mobile phone 3. Conduct a survey to get a feedback on the application   We would need to get the information on who will be involved in the test. We would have to list out the roles that will be using and testing the system. That includes:   1. Visitor 2. IT Team 3. Infection Control Team   Also note that they should not be their friends. We need to find the real user.  **To do:** For midterm presentation the slide on the testing should include objectives, duration and results.  **Moving On**  The SMS module will be developed after midterm.  The dashboard will be ready after midterm. We intend to include it in another tab.  The Contact Tracing fields got it from Sister Quah from the Infection Control Team.  Next meeting will be on 01 Feb 17 (Wed) | Christopher  Aloysius  Aloysius  Aloysius  Christopher  Aloysius  Christopher  Shahid  Shahid  Christopher  Zheng Yuan  Zheng Yuan  Christopher  Christopher  Christopher  Christopher | Pending  Pending  Pending  Pending  Pending  Pending  Pending  Pending  Pending  Pending  Pending  Pending  Pending  Pending  Pending  Pending | 31/01/17  01/02/17  01/02/17  01/02/17  31/01/17  01/02/17  01/02/17  01/02/17  01/02/17  01/02/17  01/02/17  01/02/17  01/02/17  01/02/17  01/02/17  01/02/17 |

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