**Midterms Minutes**

**Time:** 10:45am – 11:30am

**Date:** 15 February 2017

**Location:** SIS SR 2-1

**In-Attendance:**

|  |  |
| --- | --- |
| 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:**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S/N | Item | Assignee | Status | Due Date |
| 1 | **Feedbacks**  Alan feels that there is no need to de-activate the terminals for a day to day basis.  He also mentions that providing visualization such as a full map and providing the option to query by visitor would help track the visitor better.  Ben requests that we get real visitors to test system.  Steven recommends geo fencing and facial recognition could be considered as ways to help sign up or even with the tracking.  Ben mentions more details need to be provided of the User Testing (UT) such as the date, location and number of people. Better to use own timing to set a benchmark. Some results need to separated.  Steven recommends to do a series of test as early as possible. Make sure you build a system that people will use. UI and contact tracing can be improved in terms of how it alerts and the visualization.  Alan likes the configurability of the system. But need to work on project management such as internal testing, risk management, severity impact and changelog management.  Ben will work with us on the technical complexity. |  |  |  |
| 4 | **Any other business**  Next meeting will be on 1 March 17 (Wed). |  |  |  |

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