**Supervisor Meeting Minutes**

**Time:** 9:00am – 10:00am

**Date:** 8 February 2017

**Location:** SIS Level 5

**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 | **Action Items**  **To do:** The graphics on Wikipedia need to be updated for the midterms in the homepage.  **To do:** Need to include a bug / issue tracker metrics  **To do:** Recent minutes needs to be uploaded.  **To do:** Run through the presentation for midterms. Show what you are going to present and how you are going to present on the next meeting. | Christopher  Christopher  Zheng Yuan  Christopher | TBC  TBC  TBC  TBC | 15/02/17  15/02/17  15/02/17  15/02/17 |
| 2 | **Progress to Midterms**  It is important to show the value for sponsor and technical complexity. The technical complexity can be the Architecture Diagram (AD) and we can highlight one or two parts that are complex. It also can be the database and can show the actual select statements.  **To do:** We need to know how many people will be testing the system for the pandemic drill so that we are able to understand the value it can provide to the sponsor.  **To do:** Deployment to server at AMK-THK. Need to indicate a cut off when the deployment is working before the pandemic drill.  **To do:** Went through document for testing. Remove questions that only have “Yes / No” as the answer. Questions have to be more open ended and could include questions like the last 3 hospital visited and who you visited. Also keep it simple, by reducing background questions to the minimum. | Christopher  Christopher  Zheng Yuan | TBC  TBC  TBC | 15/02/17  15/02/17  15/02/17 |
| 4 | **Registration Page**  It now allows adding of multiple patients.  Need to get a list of confirmed locations that can be visited. | Christopher | TBC | 15/02/17 |
| 5 | **Contact Tracing Page**  **To do:** The test data is retrieved from the database. The filter can be narrowed down to maximum and minimum for each column. Visualization of data can be done later.  To understand more on how to visualize data. Research on infection disease control and consider consulting people are involved in infection / control. Also can consider to consult Prof. Steven to gain more insight on how to provide better visualization. | Friedemann | TBC | 15/02/17 |
| 6 | **Any other business**  Next meeting will be on 15 Feb 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