**Supervisor Meeting Minutes**

**Time:** 9:05am – 10:02am

**Date:** 08 March 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 | **Feedback from Midterm Presentation**  Increase font size on presentation slides.  Include analytics, benchmark and testing (using real users).  Try to benchmark with the old system. If not, consider using pen and paper as another benchmark to invalidate the old system.  Bring out the changelog, it will be good to have a slide by showing the major ones and maybe the change process.  Overview of all User Test (UT) to be shown on one slide.  Start to create final presentation slides. Bear in mind to present it in a way that your sponsor will use the system. | Christopher  Christopher  Christopher  Christopher  Christopher  Christopher | TBC  TBC  TBC  TBC  TBC  TBC | 22/03/17  22/03/17  22/03/17  22/03/17  22/03/17  22/03/17 |
| 2 | **Any other business**  Ensure that UT4 is a complete test with real users.  Alternate use of the application and perhaps can install downstairs to replace the visitor registration system of pen and paper.  Consider the idea to start up a business.  Refactoring with 80% reduction from 3,000 line of codes to 2,000 line of codes.  SMS is done. Because it is a free trial. It will be an issue when it is deployed.  Possibility to use react js (or D3) to create visualization such as bar chart.  Handover and sign off will be before finals.  Analytics to be done on next Monday.  Next meeting will be on 22/03/17 for demonstration.  Next meeting will be on 22 Feb 17 (Wed) - midterms. | Zheng Yuan  Christopher  Christopher  Friedemann | TBC  TBC  TBC  TBC | 31/03/17  31/03/17  31/03/17  20/03/17 |

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