**Supervisor Meeting Minutes**

**Time:** 9:00am – 10:05am

**Date:** 15 February 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 |

**Objective:**

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

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| --- | --- | --- | --- | --- |
| S/N | Item | Assignee | Status | Due Date |
| 1 | **Update on Progress**  Server is linked up to AMK-THK.  **To do:** Testing results needs to be presented for midterms after the pandemic drill. At the same time, prioritize the bug and fix the major ones.  **To do:** Next up, pandemic drill (testing) at AMK-THK with staff and real visitors at 3pm on 17/02/17. We should take pictures from the back to prevent any faces from being captured.  **To do:** Also, need to time how long it takes to complete a registration and check in.  In order to reduce bottleneck, there could be a special queue for pre-registered visitor.  **To do:** After which, it is a good opportunity to obtain feedback by keeping it open ended. For example, giving it a rating such as fantastic, great or from 1 – 10 and even how fast they can complete a task etc.  **To do:** Ask Fiona for extra equipment to be used for the pandemic drill. | Zheng Yuan  Aloysius  Aloysius  Zheng Yuan  Christopher | TBC  TBC  TBC  TBC  TBC | 22/02/17  22/02/17  22/02/17  22/02/17  17/02/17 |
| 2 | **Architecture Diagram**  **To do:** Push out the firewall. There is no DMZ. There should be an indication of a web browser instead of just a computer. It should indicate MSQL 2016 as the server. Make the box for the modules dotted as data flow within them.  HTTPS is from outside to inside and HTTP is within the intranet. | Zheng Yuan | TBC | 22/02/17 |
| 3 | **Presentation for Midterm**  **To do:** Ensure that there is a bug change and list the change.  Role playing an effective way to demonstrate the system.  Good to have someone from MOH to come for finals. | Christopher | TBC | 22/02/17 |
| 4 | **Any other business**  Next meeting will be on 22 Feb 17 (Wed) - midterms. |  |  |  |

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