**Supervisor Meeting Minutes**

**Time:** 9:00am – 09:30am

**Date:** 22 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

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| --- | --- | --- | --- | --- |
| S/N | Item | Assignee | Status | Due Date |
| 1 | **Updates**  Autocomplete function is completed. It is done using procedure call can consider using first letter (for the autocomplete).  Express Entry function is completed  SMS from contact tracing will be completed by end of the day.  Consider if CSV upload is a must.  Visualization to be completed by end of this week.  Outline of Final Presentation and visualization function to be shown.    Meet sponsor on April 4 to take a look at the X-factor - Poster, User Manual and Documentation. Plus, Changelog, List of Change and Bug Metrics.  Technical complexity. Need to propose a new one. | Friedemann  Christopher  Christopher  Shahid | TBC  TBC  TBC  TBC | 26/03/17  27/03/17  27/03/17  27/03/17 |
| 2 | **Any other business**  Next meeting will be on 29 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