**TEAM MOUSTACHIO**

**TEAM MEETING 1 - MEETING MINUTES**

The following is an account of the minutes taken at **TEAM MEETING 1** which is held on August 25, 2014 from 1045 to 1130 at COM1-0210.

**1. Attendees:**

Kelvin Ang, Lim Wei Jie, Thida, Toh Zhen Yu.

**2. Reason for meeting:**

This meeting was held in order to:

* Discuss on ground rules, personal commitments and strengths & weaknesses.
* Make decisions regarding project task allocation and requirements.
* Provide an update on the status of Oral Presentation 1 and also the dress code for presentation.

**3. Topics of Discussion**

**3.1 Topics & Conclusions**

Upon discussion, the following conclusions were made:

* **Topic #1: Ground Rules**

1) Be punctual for project meeting.

2) Adhere strictly to the deadline.

3) Participate actively in discussions.

4) Always speak up about anything (from ideas to objections).

5) Don’t build up negative feelings.

6) Be responsible for the task assigned to you.

Do note that there will be a penalty of S$2 for breaking the rules which would go into the Team Fund used for outings later on.

* **Topic #2: Personal Commitments**

Kelvin Ang – Meets girlfriend on Tuesdays and Saturdays, and photography on Sundays.

Lim Wei Jie – Returns to Malaysia on Fridays.

Thida – Stays in campus every day. No fixed commitments.

Toh Zhen Yu – No fixed commitments.

* **Topic #3: Strengths & Weaknesses**

|  |  |  |
| --- | --- | --- |
|  | Strengths | Weaknesses |
| Kelvin Ang | * Perfectionist * Like to complete task beforehand * Good at programming * Writing technical documents | * Spends too much time polishing work. |
| Lim Wei Jie | * Good at programming | * Meticulous, and hence takes longer to complete work. |
| Thida | * Good at finding resources from the Internet |  |
| Toh Zhen Yu | * Good at programming * Good at compiling data | * Dislikes writing long essays. |

* **Topic #4: Product survey on To Do List software**

Any.do - Kelvin Ang

Wunderlist - Lim Wei Jie

Todoist - Thida

Remember The Milk - Toh Zhen Yu

* **Topic #5: Task allocation**

|  |  |  |
| --- | --- | --- |
| **Task** | **Task Assigned** | **Sub Task Assigned** |
| Project Team Leader | Kelvin Ang | N.A. |
| Code Quality | Kelvin Ang | Lim Wei Jie, Toh Zhen Yu |
| Integration | Kelvin Ang | All |
| Oral Presentation 1 Team Leader | Toh Zhen Yu | N.A. |
| Documentation | Toh Zhen Yu | All |
| Testing | Lim Wei Jie | Kelvin Ang, Toh Zhen Yu |
| Keep track of Deadline | Thida | N.A. |
| Scheduling & tracking | Thida | N.A. |
| Sourcing for information on GUI | Thida | N.A. |

* **Topic #6: Oral Presentation 1**

Introduction Story - All

Defining an Interview - Kelvin Ang

Analyzing the Audience - Kelvin Ang

Preparing for the Interview - Toh Zhen Yu

Making an Impression - Thida

Handling Difficult Questions - Lim Wei Jie

Conclusion - Lim Wei Jie

**Dress Code for Presentation:**

Formal white shirt with black pants and formal shoe.