**IS480 YBCO Meeting No. 2**

**Date:** 26th May 2016

**Time:** 7:00pm

**Venue:** SMU SIS R-LABS

**Attendees:**

|  |  |  |
| --- | --- | --- |
| Chew Zhi Xuan | Back-end Developer | Present |
| Edwin Peter | Quality Assurance | Present |
| Brendon Koh | Business Analyst | Present |
| Luqman Nur Hakim | Project Manager | Present |
| Chanel Chiang | Front-end Developer | Absent |

**Agenda:**

1. Iterations review
2. Technology discussion
3. Database
4. AOB

**Minutes:**

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| --- | --- | --- |
| **NO.** | **ITEM** | **ACTION** |
| 1 | Iterations Review   * Setting of iterations to minimum 2 weeks, maximum 3 weeks * Updating tasking of each iteration and timings | All to Note  PM take note |
| 2 | 1. Installed ruby on rails for everyone. 2. Settled on the usage of Astah for diagramming 3. Using Trello for task assignment | All to Note |
| 3 | Database is okay at the moment  Needs to be updated as we code along the way | All to Note |
| 4 | * Clarify with Uttam and Sean when is the date of handover. * Need to start watching videos and learn ruby on rails asap! * To push back iteration 1 (current iteration) by 1 week so that we can learn ruby on rails. | All to Note. Check with client during next meeting |

The meeting was adjourned at 2100 hrs. These minutes will be circulated and adopted if there are no amendments reported in the next 24 hours.

Prepared by,

**Edwin**

Vetted and edited by,

**Luqman**