

INTERNAL MEETING 8

Date	17 September 2014
Time	3:30 pm – 5:30pm
Venue	SIS GSR 2.7
Attendees	Gladys Khong Zhi Xuan Jocelyn Ng Khoo Hui Ping (Grace) Ngow Wei Yi Tan Shi Qi
Absentees	nil
Agenda	<ol style="list-style-type: none"> 1. Finalise Project Schedule, technical documentations (ER, Logical, Use Case) 2. Wiki Structure

AGENDA

No.	Task	Follow up
1	Finalise Project Schedule and other matters <ul style="list-style-type: none"> • Brief through whole project schedule • Total of 11 iterations, each will last 2 weeks • Briefed team about the tasks allocated for each person in Iteration 1 (starting on 22 September 2014) <ul style="list-style-type: none"> ○ Gladys – Test cases, test plans ○ Grace – Creation of database ○ Jocelyn –admin and student’s home page, login, etc and wiki creation + update ○ Wei Yi – Create all classes, DAO, database connection etc, CRUD of all user accounts (Admin, Nurse, Lecturer accounts) ○ Shi Qi – risk and metrics definition, wiki updates • Codes for application to be committed to Github Database <ul style="list-style-type: none"> • Do not use case, instead use scenario as it is a keyword for coding in java, may have some implications. 	Shi Qi to send team detailed project schedule before 22 September
2	Wiki Structure <ol style="list-style-type: none"> 1. Home 2. About Us 	Jocelyn to create the structure of wiki.

	<ul style="list-style-type: none"> • Roles and Responsibilities • Learning Outcome <p>3. Project Management</p> <ul style="list-style-type: none"> • Metrics • Schedule <p>4. Project Overview</p> <ul style="list-style-type: none"> • Project Description • Scope • Motivation • Market Research • X-Factor <p>5. Documentation</p> <ul style="list-style-type: none"> • Meeting Minutes • Project Documentation • Technical Documents • Test Documents • Design Documents <p>Jocelyn will be the main in charge of updating the wiki.</p>	
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The meeting was adjourned at 5:30 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Gladys

Vetted by,

Tan Shi Qi