

INTERNAL MEETING 10

Date	1 October 2014
Time	3:30 pm – 5:00pm
Venue	SOE GSR 2.8
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. Debrief Iteration 1 and brief Iteration 2 tasks 2. Project Schedule 3. Risk Management 4. Questions to ask Michelle

AGENDA

No.	Task	Follow up
1	Debrief Iteration 1 and brief Iteration 2 tasks <ul style="list-style-type: none"> • Bug score is 14. <ul style="list-style-type: none"> ○ Mitigation plan: Stop current development and resolve bugs immediately, PM reschedule project ○ PM will not be rescheduling the project as all the bugs as similar minor issues that can be fixed during the debugging session allocated in Iteration 1 • Tasks metrics are in the safe range, time allocated are reasonable • PM briefed and reviewed task allocated in Iteration 2 <ul style="list-style-type: none"> ○ Lecturer view case interface will be changed to thumbnail pictures instead as it is easier to view all at a glance rather than 3 cases at once, this will minimise the user's click and scrolling 	Jocelyn to update UI and Grace to update technical diagram
2	Project Schedule for later iterations <ul style="list-style-type: none"> • Factor in User Acceptance Testing (UAT) in the later iterations • More time should be planned for testing because there will be more functions to be tested as iterations pass 	Shi Qi to reschedule the project schedule
3	Risk Management <ul style="list-style-type: none"> • Risks mentioned are too vague, should be more detailed – Drastic changes in client's requirements (what drastic changes?) • Possible risks to consider 	Shi Qi to refine the risks written

	<ul style="list-style-type: none"> ○ Team mates are offered internship during TSM trip (unable to reject) ○ Team mates failing a module that is a pre-requisite to IS480 	
4	<p>Questions to ask Michelle during the next client meeting</p> <ul style="list-style-type: none"> • Should all the vital signs be updated at the same time? • Blood pressure - Systolic, diastolic should it be one field or separate fields? • How about the units for the vital signs? • Is state ID necessary for the lecturer to see? • Does the system need to know if the medicine is supposed to be taken at this time? For example, the patient has 3 medicine, at 1pm he needs to take only 1. Does the system only show 1 or show 3 medicine? 	To be asked in the next client meeting

The meeting was adjourned at 5:00 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Wei Yi

Vetted by,

Shi Qi