

MEETING MINUTES 07

FINAL DEMONSTRATION

Date: 24 March 2022

Time: 1600 to 1630 hrs

Attendees

Name	Meeting Roles	Agile Roles
Mr Daniel Tan	YOOZOO Supervisor/Client	
Prof Cao Qi	SIT Supervisor	
Ang Yi Fei	Meeting Chair	Product Owner
Kenji Leong	Lead Demonstrator	Product Designer
Sum Yuan Loong	Lead Demonstrator	Scrum Master
Josiah Tan Kai Ern	Note Taker	Developer
Ngo Wei An	Timer	QA Tester

Agenda

1. Requirements
2. User Stories
3. Product Features
4. Demonstration
5. Future Work

Agenda Item 1 : Requirement

Time Allocated	5 minutes	Presenter
Action Item	Roadmap <ul style="list-style-type: none">- How it translates the task into different sprints. Requirements <ul style="list-style-type: none">- Mentioned about the purpose of each of the different modules such as schedule, task, report and lark.- Followed by mentioning about the additional features that our team has implemented.	Yi Fei
Follow up Action	No follow up action required.	

Agenda Item 2 : User Stories

Time Allocated	5 minutes	Presenter
Action Item	User stories for administrator, operator and developer.	Yi Fei
Follow up Action	No follow up action required.	

Agenda Item 3 : Project Features

Time Allocated	5 minutes	Presenter
Action Item	Discuss finalized modules implemented in the product and their features which were not included in the requirements. The challenges faced in each module and the subsequent solutions were also discussed.	Josiah

Follow up Action	No follow up action required.	
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Agenda Item 4 : Demonstration

Time Allocated	10 minutes	Presenter
Action Item	<p>Showcase the initial setup for webhook, docker images for the client and setting up postgres in YOOZOO server.</p> <p>Demonstrated the homepage, login, task, lark, webhook modules on the features that it can perform.</p> <p>Illustrated on the report and managed access module, followed by the logic and explanation.</p>	<p>Kenji</p> <p>Yuan Loong</p>
Follow up Action	No follow up action required.	

Agenda Item 5 : Future Work

Time Allocated	5 minutes	Presenter
Action Item	<p>Inform the client which parts is still incomplete.</p> <p>Suggest future add on implementation to improve the web application.</p>	Caden
Follow up Action	No follow up action required.	

Taken by : Sum Yuan Loong

Vetted by : Ang Yi Fei

Approved by: Josiah