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| Meeting 1 | | | | | | | |
| Minutes | | | **[21 August 2009]** | **[10:30am]** | | **[NTU]** | |
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| Meeting called by | | Ivan Loh | | | | | |
| Type of meeting | | Group Meeting | | | | | |
| Facilitator | | Ivan Loh | | | | | |
| Note taker | | Sarah Lam | | | | | |
| Timekeeper | | Gillian Ng | | | | | |
| Attendees | | Ivan Loh, Lui Quan Fu, Goh Li-Xian, Gillian Ng, Sarah Lam | | | | | |
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| Agenda topics | | | | | | | |
| **[Determine roles of individual members]** | | | | | | | |
| Discussion | The roles available are made known to the group. The functions for each role is also explained to each | | | | | | |
| member. | | | | | | | |
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| Conclusions | Ivan Loh is assigned as Team Leader. Lui Quan Fu is assigned as Lead Developer. | | | | | | |
| Gillian Ng is assigned as System Architect. Goh Li-Xian is assigned as Developer. Sarah Lam is assigned as Quality Assurance. | | | | | | | |
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| Action items | | | | | Person responsible | | Deadline |
| NONE | | | | |  | |  |
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| **[poster design]** | | | | | | | |
| Discussion | The group discuss about the design of the team’s poster | | | | | | |
| Each member gives his/her own design sample | | | | | | | |
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| Conclusions | Gillian’s design is voted as the best for implementing the poster design | | | | | | |
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| Action items | | | | | Person responsible | | Deadline |
| Complete the poster design | | | | | Gillian Ng | | 30 Aug 2009 |
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| **[Assigning tasks to members]** | | | | | | | |
| Discussion | The roles are assigned and each team member will be assigned on tasks to do. | | | | | | | |
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| Conclusions | Ivan Loh and Quan Fu will handle the installation of WAMP, MediaWiki and the user manual for the | | | | | | | |
| installations. Li-Xian and Sarah Lam will create the Facebook group and the user manual on how to use MediaWiki and | | | | | | | | |
| facebook. | | | | | | | | |
| Action items | | | | | Person responsible | | Deadline | |
| WAMP, MediaWiki installation & user manual | | | | | Ivan Loh, Quan Fu | | 30 Aug 2009 | |
| Facebook group creation & user manual on using MediaWiki and Facebook | | | | | Li-Xian, Sarah Lam | | 30 Aug 2009 | |
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| **[Brainstorm Enhancements for existing project]** | | | | | | | | |
| Discussion | The team brainstorm on what enhancement to do for Activeworld Classroom and Edventure project. | | | | | | | |
| Continuation from an existing project | | | | | | | | |
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| Conclusions | Each member is tasked to come up with their ideas write-up to present in the next meeting | | | | | | | |
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| Action items | | | | | Person responsible | | Deadline | |
| Individual Ideas write-up | | | | | All Members | | 30 Aug 2009 | |
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| Observers |  |
| Resource persons |  |
| Special notes |  |

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| Meeting 2 | | | | | | | |
| Minutes | | | **[1 September 2009]** | **[1:30Pm]** | | **[NTU]** | |
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| Meeting called by | | Ivan Loh | | | | | |
| Type of meeting | | Group Meeting | | | | | |
| Facilitator | | Ivan Loh | | | | | |
| Note taker | | Sarah Lam | | | | | |
| Timekeeper | | Gillian Ng | | | | | |
| Attendees | | Ivan Loh, Lui Quan Fu, Goh Li-Xian, Gillian Ng, Sarah Lam | | | | | |
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| Agenda topics | | | | | | | |
| **[SPECIFICATIONS CONFIRMATION]** | | | | | | | |
| Discussion | Confirmation of the specifications we are implementing for the project. | | | | | | |
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| Conclusions | The group decides to implement View powerpoint slides, video lectures, teleporting, game quiz, message | | | | | | |
| broadcast with other students and view announcements | | | | | | | |
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| Action items | | | | | Person responsible | | Deadline |
| Project Specifications | | | | | Gillian Ng, Li-Xian, Quan Fu | | 9 Sep 2009 |
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| **[SCHEDULE ALLOCATION]** | | | | | | | |
| Discussion | The group discuss about the duration required to implement the codes and working prototype | | | | | | |
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| Conclusions | The team worked out the schedule to be estimated about 9 weeks. | | | | | | |
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| Action items | | | | | Person responsible | | Deadline |
| Project Estimates Calculations | | | | | Ivan Loh | | 3 Sep 2009 |
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| **[Edventure access rights]** | | | | | | | |
| Discussion | The group leader suggests that System Architect looks into the possibility of getting access rights into | | | | | | | |
| blackboard (Edventure) to retrieve data. Feedback to be made to the group via email. | | | | | | | | |
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| Conclusions | Gillian Ng will contact NTU’s edventure department for access rights to perform our project tasks | | | | | | | |
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| Action items | | | | | Person responsible | | Deadline | |
| Liaise with NTU’s edventure department | | | | | Gillian Ng | | 10 Sep 2009 | |
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| **[individual Tasks]** | | | | | | | | |
| Discussion | The team leader assigns tasks to individual members | | | | | | | |
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| Conclusions | The team members agrees on the tasks allocations | | | | | | | |
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| Action items | | | | | Person responsible | | Deadline | |
| Project Plan Write-up | | | | | Ivan Loh, Sarah Lam | | 9 Sep 2009 | |
| Project Requirements and Design documents | | | | | Gillian Ng, Li-Xian, Quan Fu | | 9 Sep 2009 | |
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| **[ACTIVE WORLD DESIGN]** | | | | | | | |
| Discussion | The group leader reviews the objects and modifications to be added to the existing ActiveWorld | | | | | | | |
| Quan Fu suggests using projection screen object to display video in the world. | | | | | | | | |
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| Conclusions | The group decides that they will add in the new objects and modifications to ActiveWorld on 8 Oct 2009 | | | | | | | |
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| Action items | | | | | Person responsible | | Deadline | |
| Adding in of objects and modifications to ActiveWorld | | | | | Ivan Loh, Li-Xian, Quan Fu | | 10 Sep 2009 | |
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| Meeting 3 | | | | | | | |
| Minutes | | | **[18 September 2009]** | **[10:30Am]** | | **[NTU]** | |
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| Meeting called by | | Ivan Loh | | | | | |
| Type of meeting | | Group Meeting | | | | | |
| Facilitator | | Ivan Loh | | | | | |
| Note taker | | Sarah Lam | | | | | |
| Timekeeper | | Gillian Ng | | | | | |
| Attendees | | Ivan Loh, Lui Quan Fu, Goh Li-Xian, Gillian Ng, Sarah Lam | | | | | |
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| Agenda topics | | | | | | | |
| **[DOCUMENTS REFINEMENT]** | | | | | | | |
| Discussion | The group discuss about the refinements for all the documentations | | | | | | |
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| Conclusions | Li-Xian suggested to implement the class diagram in full. Sarah Lam will implement the Finite State Machine | | | | | | |
| testing. Ivan Loh to rewrite the risk management. | | | | | | | |
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| Action items | | | | | Person responsible | | Deadline |
| Documentations | | | | | Li-Xian, Sarah Lam, Ivan Loh | | 25 Sep 2009 |
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| **[feedback on edventure access rights]** | | | | | | | |
| Discussion | Gillian Ng told the group that NTU Edventure’s department do not grant access rights to students for projects. | | | | | | |
| Formal written request could be made but requires 1 month for review and approval. | | | | | | | |
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| Conclusions | The team is tasked to find an alternative | | | | | | |
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| Action items | | | | | Person responsible | | Deadline |
| Edventure’s access rights alternative | | | | | All Members | | 25 Sep 2009 |
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| **[Review on progress]** | | | | | | | |
| Discussion | The group leader reviews the performance and tasks that each member had completed thus far | | | | | | | |
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| Conclusions | Each team member had performed their tasks fruitfully | | | | | | | |
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| Action items | | | | | Person responsible | | Deadline | |
| None | | | | |  | |  | |
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| **[TEACHING MEMBERS ON C++]** | | | | | | | | |
| Discussion | Gillian Ng gave a tutorial lesson to the team on how to implement ActiveWorld functions using C++ | | | | | | | |
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| Conclusions | All team members participated and learnt to implement basic functions | | | | | | | |
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| Action items | | | | | Person responsible | | Deadline | |
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| Meeting 4 | | | | | | | |
| Minutes | | | **[25 September 2009]** | **[10:30Am]** | | **[NTU]** | |
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| Meeting called by | | Ivan Loh | | | | | |
| Type of meeting | | Group Meeting | | | | | |
| Facilitator | | Ivan Loh | | | | | |
| Note taker | | Sarah Lam | | | | | |
| Timekeeper | | Gillian Ng | | | | | |
| Attendees | | Ivan Loh, Lui Quan Fu, Goh Li-Xian, Gillian Ng, Sarah Lam | | | | | |
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| Agenda topics | | | | | | | |
| **[ALTERNATIVE METHOD FOR EDVENTURE ACCESS RIGHTS]** | | | | | | | |
| Discussion | Ivan Loh suggested to use an offline form to login to edventure. Method works if the user maintains a browser | | | | | | |
| to view edventure documents. Gillian Ng suggested to implement the offline form in PHP so that session stays in the PHP page. | | | | | | | |
| Quan Fu suggested to use C++ WebBrowserControl to automate login and get all the HTML pages. | | | | | | | |
| Conclusions | The team evaluates and found Quan Fu’s idea most viable. The HTML pages can be parsed to retrieve the | | | | | | |
| desired contents. | | | | | | | |
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| Action items | | | | | Person responsible | | Deadline |
| C++ WebBrowserControl function | | | | | Quan Fu | | 1 Oct 2010 |
| HTML parser | | | | | Gillian N | | 6 Oct 2010 |
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| **[Review on all revised diagrams]** | | | | | | | |
| Discussion | The group leader reviewed all the revised diagrams with the team | | | | | | |
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| Conclusions | The diagrams’ changes are done as per intended. | | | | | | |
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| Action items | | | | | Person responsible | | Deadline |
| None | | | | |  | |  |
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| **[Review on qa’s test case]** | | | | | | | |
| Discussion | The group leader reviews the test cases / FSM done by QA. | | | | | | | |
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| Conclusions | Li-Xian suggested certain changes to the State Diagram. Ivan Loh suggests changes to Transition tree. | | | | | | | |
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| Action items | | | | | Person responsible | | Deadline | |
| Modifications to FSM | | | | | Sarah Lam | |  | |
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