Internal Meeting Minutes 5

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| **Date:** | 09/07/17 (Sunday) |
| **Time:** | 1.00pm |
| **Venue:** | SMU Labs – Meeting Space |
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| **Attendees:** | Everyone |
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| **Agenda:** | 1. Update task progress  2. Plan and manage time on remaining task  3. Consider using Asana as our project management tool  4. Review the product database as per client’s latest requirements |

**1. Update Task Progress**

All members updated on the progress of the task/stories. Project is still a few days and stories behind schedule. Majority of the account module completed, remaining items are the customer profile management and integrating the administrator functions on to the admin protal

**2. Plan and manage time on remaining task**

Other task/stories planned for this Sprint are the Product Module items. With the slight delay from the account module items, the team expects to finish up the core functions of the product module items first, and if needed, the filter/sort/search functions on the product module can be completed in the next Sprint instead.

**3. Consider using Asana as our project management tool**

PM has noted from observation as well as team member feedback that task tracking and work allocation can be rather confusing and easy to lose track of due to the workload juggling of internship, FYP as well as other personal items. A short demonstration of how Asana works and can efficiently integrate itself on our mobile devices as well for communication and tracking of work was presented. The team thus decided to take up Asana as our project management tool

**4. Review the product database as per client’s latest requirements**

Client sent over images as well as the hardcopy of his product catalog. After further analysis, we realise there are some areas of the product catalog like the categories it should be designed by are not what we first envisioned as what we discussed with the client. A new client meeting was scheduled on the next day to confirm these details with our client.

Prepared by,

Yi Xuan

Vetted and edited by,

Yu Xuan