

**Final Year Project
Meeting Minutes**

Meeting Information	
Date:	14 th August 2014
Time:	1400
Venue:	SMU SIS Level 2 Corridor

Attendees:	<ol style="list-style-type: none"> 1. Joel Woo 2. Benjamin Chan 3. Lee Jong Hyeok 4. Lavinia Tay
Absentees:	NIL
Meeting Agenda:	<ol style="list-style-type: none"> 1. Acceptance Presentation Debrief 2. Summarize collective thoughts 3. Ensure team is aligned with what is ahead of us

Summary of Meeting & Task Assignment		
1.	Jong Hyeok & Lavinia	Continue working on functions as planned, as well as the Admin Web Portal to prepare for closing the loop for feedback submitted to the backend by users.
2.	Lavinia & Joel	<p>Re-look into the team's business aspects, the motivation and the future direction of the team.</p> <p>Explore the idea of using our system as a petition system. This will reduce our reliance on the need to secure agencies for the system. Our feedback platform will be the voice of the public, where after consolidating enough votes or comments, we can do something about it for the people (e.g. send petition email on behalf of unique users with phone numbers).</p> <p>This will tie in with the measurable success of our project and X-Factor that we can potentially work towards to.</p> <p>Think of alternative user-base we can use for UAT purposes as we have UAT #1 coming up.</p>
3.	Benjamin	<p>Continue working on iOS Create Feedback for App Store Submission #1.</p> <p>Consider looking into self-implemented annotation for X-Factor.</p>

The meeting was adjourned at 1530. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Joel Woo

Vetted and edited by,

Lavinia Tay