



## INTERNAL MEETING MINUTES

|   |                     |
|---|---------------------|
| <b>Iteration No.</b>                        | 0                   |
| <b>Meeting No.</b>                          | 2                   |
| <b>Date of Meeting:</b><br>(Day Month Year) | 02 August 2013      |
| <b>Time:</b><br>(hh:mm to hh:mm)            | 20:00 to 22:30      |
| <b>Venue:</b>                               | SIS GSR 2.3         |
| <b>Meeting Chairperson</b>                  | Victor Lee Hong Zhi |

**1. Meeting Agenda**

Ideas Brainstorming  
Familiarise with FYP Timeline  
Project Management

**2. Attendance****Name [Absent/Present]**

Bie Ya Qing [Present]

Low Wen Guang [Present]

Sebastian Kiran Joy [Present]

Tan Guo Hao [Present]

Tan Rui Jia Noelle [Present]

Victor Lee Hong Zhi [Present]

**3. Discussed Content****Topic**

- a) Ideas Brainstorming
- Event Management Application

- i. To assist organisers to manage their events in terms of logistics, manpower, caterers, vendors and guests with the ability to send reminders, monitor guest turnouts and registrations etc.
- Messenger
  - i. An app similar to Whatsapp that is customised for business usage
  - ii. Functions include calendar, polls, approval hierarchy and other business tools
- Attendance Taker
  - i. A system to track attendees at events, seminars and workshops
  - ii. Could employ RFID and location tools to mark attendance
- Documentation/Knowledge Management platform
  - i. Allow employees to store their information and knowledge
  - ii. Something for companies to 'lock in' their knowledge domains
- Q&A Forum
  - i. Similar to e-learn but more intuitive
  - ii. Tagging relevant people with specific expertise to answer
  - iii. Module Centric
- OCSP Planning Platform
  - i. Checklist for OCSP planning
  - ii. Includes registration, proposal, recruitment etc.
- Inventory and Warehouse Management
  - i. System to set up location grid and track in flow and outflow of goods and operators
  - ii. Current systems are already advanced and established
- Wheel Chair Indoor Access Maps
  - i. For Shopping Malls
  - ii. Planned routes accessible to handicapped users
- Child Growing App
  - i. Similar to Facebook, but will be engineered towards parents to track their children's development from birth
  - ii. To upload specific photos and developmental posts or relevant information
  - iii. Customised timeline to track child's growth



1. Dates to enrol for kindergarten, primary school etc.

b) Familiarise with FYP Timeline

|   | Event                   | Date   | Time    | Venue      |
|---|-------------------------|--|---------|------------|
| 1 | Sponsor Day (Pre Start) | 16 September 2013                                | 7-830pm | SIS SR 3.1 |
| 2 | START                   | 6 October 2013<br>(3 months before)              |         |            |
| 3 | Acceptance              | 5-8 November 2013<br>(2 months before)           |         |            |
| 4 | Registration            | 6 January 2014<br>(1 <sup>st</sup> day of class) |         |            |
| 5 | Midterm                 | 17-26 February 2014<br>(Week 7)                  |         |            |
| 6 | Poster                  | 31 March 2014<br>(Week 13)                       |         |            |
| 7 | FINAL                   | 14-23 April 2014 (Week<br>15)                    |         |            |
| 8 | Poster Day              | 25 April 2014<br>(Week 16)                       |         |            |

c) Project Management

- To recap on SE experience
- Think of pros and cons of methodologies adopted

| 4. Next Meeting                             |                |
|---|----------------|
| <b>Date of Meeting:</b><br>(Day Month Year) | 20 August 2013 |
| <b>Time:</b><br>(hh:mm to hh:mm)            | 12:00 to 15:00 |
| <b>Venue:</b>                               | TBC            |



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**5. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)**

| <b>Description</b>                           | <b>Prepared by</b> | <b>Due Date</b> |
|--|--------------------|-----------------|
| Book GSR for next meeting                    | Victor, Noelle     | 19 August 2013  |
| Think of Risks & Potential for each idea     | ALL                | 20 August 2013  |
| Research on Project Management Methodologies | ALL                | 20 August 2013  |

**Minutes Prepared By** Victor Lee Hong Zhi

**Date** 02 August 2013

**Vetted and Edited By** Tan Rui Jia Noelle

**Date** 03 August 2013