**SUPERVISOR MEETING MINUTES**

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|---|---|
| **Iteration No.** | 2 |
| **Meeting No.** | 1 |
| **Date of Meeting:** (Day Month Year) | 4 November 2013 |
| **Time:** (hh:mm to hh:mm) | 15:30 to 16:00 |
| **Venue:** | SOA SR 2-4 |
| **Meeting Chairperson** | Victor Lee Hong Zhi |

| **1. Meeting Agenda** |
|---|
| (a) Acceptance Slides |
| (b) Demonstration |

| **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 [Absent] |
| Victor Lee Hong Zhi [Present] |

| **3. Discussed Content** |
|---|
| **Topic** |
| (a) <u>Acceptance slides</u><br><br>- More background on events, event organisers as target organisers, client slides, talk more about business problems, as event organisers need to keep track of |

event participants and information during introduction

- Current slides for motivation: Make notes under the slides for description because grading of acceptance can occur post acceptance. Description will be reference for graders

- Reason behind choosing university students

- Mention both target respondents on the same slide

- Make clear terms such as organisers and participants, have a clear definition for both before market analysis

- Show market analysis based on features, why is ours better, is there something better our market competitors have

- What features will Evance have as compared to competitors

  i. Add Evance in competitors' table

- Can show market analysis based on market exposure

  i. Bring in market locality, where the current players are, whether or not they are in Singapore, where are their areas of trade

- X-factor needs to be expanded on

  - Mock-ups of analytics, how is it going to look like

  - Insert in bullets market competitors in awareness of existing application slide

  - Do demo right after project overview

  - Storyboarding

    i. How the app will be used

  - Project overview, mock-ups, demo

    i. Lo-fi mock-ups required for all functions

  - Project Development should come after demo, architecture diagram and deployment diagram

  - Project Plan after project development, have to include timeline

  - Project Management: milestones, methodology, iterations, schedules, testing, metrics- schedule, effort, bug, risks, user-testing

  - Project overview, mock-ups, demo, project development, project plan

  - Slides before Thursday, ensure everything shown on presentation is on wiki,

  - Insert market competitors slide

(b) Demonstration

- Button to auto fill in details
- Spend some time explaining the web application and simulate event flow from the prototype demo
- Have to coordinate better for the demo. Ensure everything works.
- Need to show UI, mock-ups to show whole flow of events for organisers and participants perspective for everything

| 4. Next Meeting | |
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| **Date of Meeting:** (Day Month Year) | TBC |
| **Time:** (hh:mm to hh:mm) | TBC |
| **Venue:** | TBC |

| 5. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| --- | --- | --- |
| Description | Prepared by | Due Date |
| Finalise Presentation Slides | ALL | 06 November 2013 |
| Add Evance into Competitors' Table | Wen Guang | 05 November 2013 |

**Minutes Prepared By**   Low Wen Guang, Tan Guo Hao

**Date**   04 November 2013

**Vetted and Edited By**   Victor Lee Hong Zhi

**Date**   04 November 2013