



INTERNAL MEETING MINUTES

Iteration No.	3
Meeting No.	2
Date of Meeting: (Day Month Year)	24 November 2013
Time: (hh:mm to hh:mm)	14:00 to 15:00
Venue:	SIS Level 2 Study Tables outside SR 2.4
Meeting Chairperson	Tan Rui Jia Noelle

1. Meeting Agenda

- (a) Progress Update
- (b) After Iteration Audit
- (c) AOB

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) Progress Update
 - i. Development



a) Search for Events [complete]	
b) Analytics [complete]	
c) Shake to Talk [complete]	
ii. Testing	
a) Search for Events [complete]	
b) Analytics [complete]	
c) Shake to Talk [complete]	
(b) <u>After Iteration Audit</u>	
i. On Task, early completion of most tasks due to final exams being around the corner	
ii. Mentor tips for advanced analytics function	
a) Consider age, gender (based on event)	
b) Number of sign ups vs registered	
c) Number of connections made	
d) Reveal statistics per event (in events tab) and per organiser (in analytics tab)	
e) Should be published on organiser page wherever possible	
f) All other numbers should be on home page to entice potential organisers	
(c) <u>AOB</u>	
i. Ya Qing will be on OCSP until 23 December	

4. Next Meeting	
Date of Meeting: (Day Month Year)	09 December 2013
Time: (hh:mm to hh:mm)	13:00 to 14:30
Venue:	TBC



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

Description	Prepared by	Due Date

Minutes Prepared By Victor Lee Hong Zhi, Tan Guo Hao

Date 24 November 2013

Vetted and Edited By Tan Rui Jia Noelle

Date 24 November 2013