

**Date:** 24/9/2015  
**Time:** 1100 - 1500  
**Venue:** SOB GSR 2-25

**Attendees:** Gauri Bhatnagar  
 Lim Xin Yi  
 Sin Xin Yee  
 Tay Guang Wen  
 Yap Wei Heng

**Agenda:** 1. Defining the scope of the project  
 2. Timeline of the project  
 3. Assignment of roles  
 4. Group picture

	<b>Task/ Description</b>	<b>Person-in-charge</b>	<b>Due Date</b>
1	Our group discussed and we managed to come up with the core, secondary, tertiary and good-to-have functions in the project (refer to appendix 1).	ALL	
2	<p>We had a little misunderstanding with regards to the verification and updating of points, and we have come to the following conclusion:</p> <p>Manual portion:</p> <ul style="list-style-type: none"> <li>- Once the user submits a pdf with the photo of the bill and also keys in the amount of water/electricity/etc saved on the "form"</li> <li>- The admin will have to manually verify each bill photo with the information inputted in the form to check its credibility</li> </ul> <p>Automated portion:</p> <ul style="list-style-type: none"> <li>- Once the admin has successfully verified the credibility of the form, the system will then use the numbers in the form and calculate the specific points to be awarded.</li> <li>- There needs to be a time frame by when a user can submit the forms, so that the admin can start to verify</li> </ul>	ALL	
3	<p>We noticed that there are a few things that we would have to keep in view about the current web app:</p> <ol style="list-style-type: none"> <li>1) Consistency:           <ul style="list-style-type: none"> <li>- Fonts</li> <li>- Cursors</li> <li>- Spelling errors</li> </ul> </li> <li>2) Activity Form (Community)           <ul style="list-style-type: none"> <li>- Errors in the form (Drop down list not working)</li> </ul> </li> <li>3) Lack of descriptions:           <ul style="list-style-type: none"> <li>- Rewards (only pictures, it does not tell the</li> </ul> </li> </ol>	ALL	

	<p>user what the reward entails)</p> <p>4) PHP Error:</p> <ul style="list-style-type: none"> <li>- Found in a few of the sites</li> </ul> <p>5) User Experience:</p> <ul style="list-style-type: none"> <li>- There are some repetitions</li> <li>- Overall user experience is not satisfactory</li> </ul>												
4	<p>Important functionalities that we would have to complete by November:</p> <ul style="list-style-type: none"> <li>- Account Module</li> <li>- Admin Module</li> <li>- Social Media Module</li> </ul>	ALL	November										
5	<p>We have come up with the first draft of the timeline (refer to appendix 2). There may be changes to it in time to come with the addition of new milestones (such as supervisor meetings, sponsor meetings etc.)</p>	ALL											
6	<p>We have assigned the roles of the group members and they are as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: center;">Tay Guang Wen</td> <td>Project Manager, Deputy Back-End Developer</td> </tr> <tr> <td style="text-align: center;">Gauri Bhatnagar</td> <td>Front-End Developer, Deputy Front-End Designer</td> </tr> <tr> <td style="text-align: center;">Lim Xin Yi</td> <td>Back-end Developer, Deputy Quality Assurance</td> </tr> <tr> <td style="text-align: center;">Sin Xin Yee</td> <td>Front-End Designer, Deputy Project Manager</td> </tr> <tr> <td style="text-align: center;">Yap Wei Heng</td> <td>Quality Assurance, Deputy Front-End Developer</td> </tr> </table>	Tay Guang Wen	Project Manager, Deputy Back-End Developer	Gauri Bhatnagar	Front-End Developer, Deputy Front-End Designer	Lim Xin Yi	Back-end Developer, Deputy Quality Assurance	Sin Xin Yee	Front-End Designer, Deputy Project Manager	Yap Wei Heng	Quality Assurance, Deputy Front-End Developer	ALL	
Tay Guang Wen	Project Manager, Deputy Back-End Developer												
Gauri Bhatnagar	Front-End Developer, Deputy Front-End Designer												
Lim Xin Yi	Back-end Developer, Deputy Quality Assurance												
Sin Xin Yee	Front-End Designer, Deputy Project Manager												
Yap Wei Heng	Quality Assurance, Deputy Front-End Developer												
7	<p>To be verified with Wilson:</p> <ul style="list-style-type: none"> <li>- How does the point system for the Pledge work? 1 point per day/week?</li> </ul>	ALL											
8	<p>The minutes will be edited and vetted, and sent to Wilson for reference.</p>	Guang Wen	25/9/2015										
9	<p>The following documents will be added to the Trello page for reference:</p> <ol style="list-style-type: none"> <li>1) Timeline</li> <li>2) Scope of project</li> <li>3) Meeting Minutes 1</li> </ol>	Guang Wen	25/9/2015										

The meeting was adjourned at 1500 hrs. These minutes will be circulated and adopted if there are no amendments reported in the next 24 hours.

Prepared by,  
Gauri Bhatnagar

Vetted and edited by,  
Tay Guang Wen

## Appendix 1

<b>Core Functions</b>	
<b>Account Module</b>	Login/Logout
	Registration with Social Media accounts
	User profile management
<b>Admin Module</b>	Manage users
	Manage approval of reward redemption
	Verification of points
	Manage events
	Manage projects
	Update news
	Manage rewards
	Update points criteria
<b>User Redemption Module</b>	View redemption catalogue
	View redemption history
	Make redemption
<b>Social Media Module</b>	View relevant social media activity
<b>Actions Logging Module</b>	Update activity initiation
	Log user's eco actions
	Calculate points (system)

<b>Secondary Functions</b>	
<b>Notification Module</b>	Notification about points update
	Notification about redemption
<b>Report Module</b>	View number of active users
	View redemption history
	View actions history
<b>Pledge Taking Module</b>	Register pledge
	Log sharing of pledge
<b>Search Module</b>	Search Users
	Search Sponsors
	Search event organisations
	Search redemption
	Search rewards

<b>Tertiary Functions</b>	
<b>Calendar Module</b>	View calendar of events
	Update calendar of events (admin)
<b>Gamification Module</b>	Rank user points (scoreboard)
	Badges

<b>Good-to-have Functions</b>	
<b>Statistics Module</b>	View Graphs (dashboard)
	View analysis of points and redemption
<b>User Actions Module</b>	View actions taken
<b>User Content Regulation</b>	Review suitability of content
<b>Tutorial Module</b>	View interactive site usage tutorial

## Appendix 2

<b>Date</b>	<b>Actions</b>
15/10	Account Module (Completed) Admin Module (Completed)
19/10	Final Proposal Submission (Milestone 1)
22/10	Account Module (Test and Debug) Admin Module (Test and Debug)
29/10	Social Media Module (Completed) Acceptance Preparation
2/11	Acceptance (Milestone 2)
9/11	Actions Logging Module (Completed) Notification Module (Completed)
16/11	Actions Logging Module (Test and Debug) Notification Module (Test and Debug)
30/11	User Redemption Module (Completed) Search Module (Completed)
7/12	User Redemption Module (Test and Debug) Search Module (Test and Debug)
14/12	Pledge Module (Completed) Calendar Module (Completed)
21/12	Pledge Module (Test and Debug) Calendar Module (Test and Debug)
4/1	Report Module (Completed) Gamification Module (Completed)
11/1	Report Module (Test and Debug) Gamification Module (Test and Debug)
25/1	Statistic Module (Completed) User Actions Summary (Completed) User Content Regulations (Completed)
1/2	Statistic Module (Test and Debug) User Actions Summary (Test and Debug) User Content Regulations (Test and Debug)
15/2	Web App Clean-up User Feedback Tutorial Module (Completed - if needed)
22/2	Midterm (Milestone 3)
29/2	User Testing 1
7/3	User Testing 2
14/3	User Testing 3
28/3	Poster Submission (Milestone 4)
April	Final