



Internal Meeting

Date	8 September 2016
Time	1:00 pm – 2:00 pm
Venue	Professor Benjamin's Office
Attendees	Professor Benjamin Professor Fiona Hosanna Petra Harsono Tan Ai Xin Clinton Ang Lim Zi Ling Joanna Tan
Absentee	-
Agenda	<ol style="list-style-type: none">1. Low-Fi Prototype2. Coordinate with Team ByteMe3. Next meeting

AGENDA

No.	Task
1.	Low-Fi Prototype <ul style="list-style-type: none">- The template management module should include function such as activate, inactivate, duplicate template, name the template, edit and delete function- Overlay function where the text can be placed over the image (Optional)- Focus on creating text and image for the template- Template should fit the image in the image box- Main features of the template<ol style="list-style-type: none">1) Add text2) Add image3) Resize the image/text4) Set the font (Different section should allow different font size & font)- For the team management, remember to include term field- For the team image and logo, ask from ByteMe- For the booklet management, filler page should be available where users can add it into any page- Team in the booklet are arranged in an alphabetical order through the team names- Virtual booklet should consider the format and resolutions- Search function should include advance search capabilities- Front page performance should be taken note because of loading many images at 1 go.- Search function should look at these few fields:

	<ol style="list-style-type: none"> 1) Team name 2) Industry 3) Technology 4) Sponsor 5) Supervisor <ul style="list-style-type: none"> - The template should allow cut and paste of content into the textbox in the poster - The upload function allows for multiple upload of media - The focus of the application should be on managing the template and rely on Photoshop for most of the designing features. - Auto-save function and save function of the poster should be made available - Each team will have only 1 poster created at a time. - The template should have components such as team's description, x-factor, motivation, team photos - Team information should not be editable, only team description, x-factor, motivation can be edited - For the template, Appsolute should design how they would like the user to use the template management function - Filtering of the poster is a good option - Client would prefer: <ul style="list-style-type: none"> • CRUD template that was designed by Joanna • Panel control function that was designed by Zi ling • Team site that was designed by Ai Xin - The designated process would require the user to choose a designated poster and upon clicking, the team site should be displayed - It is a good idea that the main page of the booklet page display all the past year booklet - A current term page that display all the different poster of projects completed this semester
2	<p>Coordination with Team ByteMe:</p> <ul style="list-style-type: none"> - Team description information should be stored in ByteMe: - The team should coordinate among each other to ensure data standardization across systems - The team should also find out how to retrieve the team logo
3	<p>Next Meeting</p> <ul style="list-style-type: none"> - Next meeting will be fixed at the 23nd September at 10am

ACTION ITEMS

Action Items	Person Responsible	Deadline
Liaise with team ByteMe on the standardization of the data	Team	15 th September 2016
UAT preparation	Ziling	20 th September 2016

Prepared by Clinton Ang

Vetted and edited by Tan Ai Xin