

INTERNAL MEETING 12

DATE	3/7/17
TIME	1900 - 2215
VENUE	Labs
ATTENDEES	Celestine Jeryl Jazreel Marcus Jaren Shreyas
ABSENTEES	-
AGENDA	<ol style="list-style-type: none">1. Go through scenario (happy path and unhappy path) and persona and come up with a list possible changes2. Updating everyone regarding project progress

AGENDA


Item	Description
1	Persona and scenarios edited. Prototype to be changed accordingly.
2	Team will send scenario, persona and revised prototype to sponsor by today and request for feedback and date of next steering committee meeting. When Sembcorp comes back with feedback, team will decide on the relevant changes to make.

The meeting was adjourned at 2215 with the next meeting scheduled on 6/7/17.

TASK LIST

Task	Action by
Clarify with sponsor regarding emergency response scenarios. If admins are available 24/7.	All
Clarify with sponsor how the chat groups are to be formed if emergency were to occur.	All
Clarify with sponsor if admin sends message template/ free and easy message. WRT to language translation.	All

These minutes will be circulated and adopted if there are no amendments reported in the next three days.



Vetted by,
Jeryl

Vetted by,
Celestine