



## INTERNAL MEETING MINUTES

<b>Iteration No.</b>	8
<b>Meeting No.</b>	1
<b>Date of Meeting:</b> (Day Month Year)	27 February 2014
<b>Time:</b> (hh:mm to hh:mm)	20:00 to 21:00
<b>Venue:</b>	SMU Admin Building
<b>Meeting Chairperson</b>	Tan Rui Jia Noelle

**1. Meeting Agenda**

- (a) Pre – Iteration Planning
- (b) Review of Requirements

**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) Pre-Iteration Planning
  - a. Iteration consists of the following functionalities
    - i. Web: Advanced Analytics

<ul style="list-style-type: none"> <li>ii. Mobile – iOS             <ul style="list-style-type: none"> <li>1. Download Documents</li> <li>2. View Event Schedule</li> <li>3. View Floor Plan</li> <li>4. Respond to Feedback Form</li> </ul> </li> <li>b. Development should end on 9<sup>th</sup> March</li> <li>c. User Test 2 for iOS on 19 March</li> </ul>
<p>(b) <u>Review of Requirements</u></p> <ul style="list-style-type: none"> <li>a. Advanced Analytics             <ul style="list-style-type: none"> <li>i. RSVP Trends to do up UI, deviation from event start time, average stay duration and when they leave.</li> <li>ii. Registration Trends</li> <li>iii. Above requires constant pinging of the app to gauge if user is still within event venue</li> <li>iv. Cut off time and range – ping for 30 more minutes after the end of the event to confirm</li> <li>v. Interval between event, how long within start and end, can be easily adjusted by UI</li> <li>vi. Voting for booth based on open-ended question</li> </ul> </li> </ul>

4. Next Meeting	
<b>Date of Meeting:</b> (Day Month Year)	09 March 2014
<b>Time:</b> (hh:mm to hh:mm)	13:00 to 14:00
<b>Venue:</b>	SOE GSR 2.8



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

Description	Prepared by	Due Date

**Minutes Prepared By** Low Wen Guang, Victor Lee Hong Zhi

**Date** 27 February 2014

**Vetted and Edited By** Tan Rui Jia Noelle

**Date** 28 February 2014