# Meeting Information

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| Date/Time: | 07 September 2017, 12:30PM – 2:30PM |
| Venue: | SIS GSR 2-3 |
| Agenda: | 1. Finalise requirements with sponsor (including scope of project, purpose of project) |
| Minutes by: | Cheau Nor Ailin |

# Meeting Attendance

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| S/N | Team Member | Role |  |
| 1 | CHEAU Nor Ailin | Project Manager | Present |
| 2 | Cheryl LEE Sze Min | Quality Assurance | Present |
| 3 | Grace FOO Huan Ting | Frontend Developer | Present |
| 4 | KYAW Htet Soe | iOS Developer | Present |
| 5 | LEE Pei Jia | UI/UX Analyst | Present |
| 6 | YA Min Nyi Nyi | Backend Developer | Present |

# Notes

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| S/N | Topic | Notes |
| 1 | Project Development | Aligned timeline with sponsor:   * Proposal: 23 Oct (2.5 months before) * Acceptance: 6-10 Nov (2 months before) * Midterm: 26 Feb- 2 Mar SIS SR 2.1(week 8) * Final: 9-20 Apr SIS SR2.1 (week 14-15) |
| 2 | Background of mSL | Platforms:   * Mobile (iOS) * Web (Chrome, Firefox and IE)   Users:   * Admin (super user, one who can do anything) * Students (who are taking SL modules or YEPs) * Lecturers (who are conducting the SL modules or YEPs)   How service learning works,   1. Bring students to partner with organisations (to establish empathy) - some questions, answering questions and reflections 2. Must be doing something related to his diploma 3. Problem solving - What can the students do for the community? 4. By common test week, they do prototyping/testing 5. Implementation 6. Reflection (can be ongoing throughout the module)   Purpose of the project   * Expected graduate outcomes of students: * Big hearted – Aware of community, to give back via the active citizenry * Go far – go overseas for community service. Also known as, Youth Expedition Programme * Lifelong-learning   Proposed X-Factor:   * 20 users by acceptance * 40 users by mid-terms * 60 users by finals   Proposed UATs:   * 1 by acceptance * 3 by mid-terms * 5 by finals |
| 3 | Scope & Functionalities | Students (Mobile native app)   * Classify the NP students into various faculty and class based on student number * Login (through email) * Answer reflection questions * Complete surveys - no scores * Complete quizzes - scores, one or more correct answer * Create and update profile * Read learning materials * Link to resources * Profile – description, social media links, contacts, photos, change password   Lecturers (Web app)   * Create class * Assign students to class * Create reflection questions * Create surveys * Create quizzes that are time bound * Analyse results from surveys, quizzes and reflections (Good to have function) * Use of graphs and text analysis * Create and update profile   Admin (Web App)   * Login/Logout * Profile Management * Manage accounts of lecturers and students * Restrict access – deleting of accounts * Set super set surveys for all service learning students in school     Further Requirements:   * 2 types of activities that uses the functionalities, Service Learning activities and Youth Expedition Projects (YEPs) * Reflections may include photos, videos, or a combination of media with text (Good to have function) * Usage of hashtags would be cool (Good to have function) * Linkage of social media sites is good (i.e. LinkedIn, Facebook, Instagram) (Good to have function) |