# 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)
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| 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)
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| 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
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| 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)
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