

**Final Year Project  
Meeting Minutes**

Meeting Information	
<b>Date:</b>	7 <sup>th</sup> November 2014
<b>Time:</b>	1230
<b>Venue:</b>	Singapore Management University

<b>Attendees:</b>	<ol style="list-style-type: none"> <li>1. Jong Hyeok Lee</li> <li>2. Benjamin Chan</li> <li>3. Joel Woo</li> <li>4. Lavinia Tay</li> </ol>
<b>Absentees:</b>	NIL
<b>Meeting Agenda:</b>	<ol style="list-style-type: none"> <li>1. Update supervisor on project progress</li> <li>2. Update supervisor on meeting with agency Ramky</li> <li>3. Clarify supervisor's expectation for upcoming finals presentation</li> </ol>

Summary of Meeting / Task Assignment		
1.	Team	<p>Updated supervisor on meeting with agency Ramky</p> <p>Since Ramky will not be able to use our app due to commitment with MSO and NEA, we should focus our target user on public users or claim we build an app for ourselves instead.</p> <p>"We build an app that allows users to post feedback and issues in Singapore. We got Ramky, an agency to look at it and they find our app and feedback data useful but they are not our main user."</p>
2.	Lavinia, JongHyeok	<p>Additional Value Add Functions proposed by Supervisor</p> <p>Chris will like to see ranking and sorting for feedback as he feels that unsorted data has no purpose and is not as useful as sorted lists.</p> <p>Sorted lists to consider for implementation:</p> <ol style="list-style-type: none"> <li>1. Top feedback voted</li> <li>2. Top feedback commented</li> <li>3. Search &amp; filter feedback by title &amp; description</li> </ol> <p>Web platform should also add a link and advertise our iOS app.</p>
3.	Team	<p>Comments by Supervisor</p> <p>For final presentation, start off with quick summary of what we were doing, where we were at midterms, and where we are now. E.g. "From the start we focused on infrastructure breakdown feedback, but over the term the most popular feedback reported turns out to be trash collection and cleanliness/hygiene issue".</p> <p>We should show momentum and growth in our feedback and user data: over time, there is an increase in number of users and feedback posted.</p>

		<p>Admin and Agency functions are now less relevant. We can show it during finals but do not spend much time on it as that is not our focus when we tell the user story.</p> <p>When we show the data for user, it will be good if we can categorize how many percent of them are our friends, how many were hustled on the street by us and how many are from sources we cannot track.</p> <p>For the demo, it will be interesting if we can get the reviewers to download the iOS app on their own devices, and get them to submit a feedback on the spot. Show the new feedback posted on the web platform, and get each of us to go vote or comment on it, to show real-time changes to the feedback and its rank in the sorted lists.</p> <p>Handoff transition of applications and documentations should be done as much as possible before the final presentation. Let reviewers know during presentation.</p> <p>X-factor: User-generated content, real-world feedback can be our x-factor</p> <p>Focus on the story: where do we see ourselves 6 months from now? Craft a good story with learning outcome.</p>
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The meeting was adjourned at 1315. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

**Prepared by,**

Joel Woo

**Vetted and edited by,**

Lavinia Tay