Final Year Project
Meeting Minutes

Meeting Information	
Date:	26th August 2014
Time:	1915
Venue:	Singapore Management University

Attendees:	1. Jong Hyeok Lee 2. Joel Woo 3. Lavinia Tay
Absentees:	1. Benjamin Chan
Meeting Agenda:	1. Clarify voucher marketing campaign details 2. Discuss about business value in Facebook integration 3. Discuss on business direction and UAT preparation 4. Update sponsor on iOS & Web progress

Summary of Meeting & Task Assignment		
1.	Jong Hyeok	Work on improvements to current user interface for Web.
2.	Lavinia	Work on displaying images for feedback
3.	Benjamin	Create Feedback (Annotation) Sponsor is fine with annotation implementation being either overlay text or messages-like textfield above the keyboard. To explore and try both methods.

4.	Joel	Voucher Campaign
		
		After discussion between what we proposed and what sponsor had in mind, we came to the consensus to implement what we proposed with a few tweaks.
		
		Users who use our application will be entitled to a chance to win vouchers at the end of our FYP. The current plan is to have a public draw during Poster Day, along with a video recording of the draw process to ensure transparency of winners. We can look into a random generator for this.
		
		The following action will determine how many chances the user gets in the public lucky draw:
		
		    1. Vote on feedback – 1 chance
		    2. Comment on feedback – 3 chances
		    3. Submit a feedback – 10 chances
		
		We can still consider what the sponsor had in mind and fine tune our campaign.
		
		Sponsor feels this campaign should only be launched when the mobile app is more complete, and that one month is a sufficient timeframe in

		carrying out this campaign. As such, we will launch this campaign only when most of the core functions are up including display feedback on iOS.

5.	Team	Facebook Integration
		
		Two of the strongest justifications for Facebook are:
		    1. Streamlined Registration Process
		    2. Share to friends about the feedback on Facebook
		
		Sponsor proposed sharing feedback on Facebook, but due to the lower business value of such function as compared to other core functions, this will be kept in view first.

6.	Team	Business Direction In order not to confuse users and to deliver the core product well, it is decided that we will stick to infrastructure breakdown only. We will contact the relevant agencies to resolve the issues and urge them to join our system. It will be a bonus if we are able to get agencies on board, else the team will focus on number of unique users and feedback submitted as the measurement of success for our project.
7.	Team	User Acceptance Test #1 Sponsor will provide staff to role play as admin and agency to test functionalities of admin and agency users. We will need to schedule one day to go down for user training of staff after our public user UAT.

The meeting was adjourned at 2015. 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