**MEETING AGENDA**

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| **Meeting/Project Name:** | Mindtool for learning geography | | |
| **Date of Meeting:** (MM/DD/YYYY) | 21/12/2009 | **Time:** | 10AM-11PM |
| **Meeting Facilitator:** | Professor Zhu Feida | **Location:** | SIS Level 4 Meeting Room 4.3 |

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| 1. Meeting Objective |
| Present first iteration of features  Updates on the project |

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| 2. Attendees | | | |
| **Name** | **Roles** | **E-mail** | **Remarks** |
| Ren Xing | Student | [x.ren.2007@sis.smu.edu.sg](mailto:x.ren.2007@sis.smu.edu.sg) |  |
| Zheng Kaiwen | Student | [kaiwen.z.2007@sis.smu.edu.sg](mailto:kaiwen.z.2007@sis.smu.edu.sg) |  |
| Li Zijing | Student | [zj.li.2007@sis.smu.edu.sg](mailto:zj.li.2007@sis.smu.edu.sg) |  |
| Zhu Feida | Professor | [fdzhu@smu.edu.sg](mailto:tskam@smu.edu.sg) |  |

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| 3. Pre-work/Preparation (If applicable.) | |
| **Description** | **Prepared by** |
| Flex 3 Installation wtih educational license | Team |

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| 4. Agenda and Notes | | |
| **Topic** | **Owner** | **Time** |
| * Questions raised by professor:   + How do the users know which would be the most suitable/updated map to choose? * Integration   + Proper integration for all parts that we have so far * Collaborative features are the biggest challenge in this project. Might be feasible to include features like:   + Instant messenger tool   + Drawing tools * Interface design   + Can be modified when all the modules are done | Abbe | 21/12/2009 |

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| 5. Work Allocation | | |
| **Work** | **Owner** | **Due Date** |
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| 6. Next Meeting | | | | | |
| **Date:** (MM/DD/YYYY) | ??/12/2009 | **Time:** | 10am | **Location:** | SIS Level 4 |
| Objective: | Presentation of the assigned work (2nd iteration)  Updates of the last meeting | | | | |