**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 featuresUpdates on the project |

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