

Date: 12/2/2016
Time: 1730 – 1830
Venue: SOE CR 2-5

Attendees: Gauri Bhatnagar
Tay Guang Wen
Sin Xin Yee
Yap Wei Heng

Agenda: 1. New Feedback received from Wilson

	Task/ Description	Person-in-charge	Due Date
1	<u>Feedback:</u> <ul style="list-style-type: none"> • Recalling password for existing users • Claim rewards: Can add more rewards from admin end but when added, the user end the circles becomes misaligned (as it is now). • The weighing of "waste" under "at home", doesn't get reflected on the dashboard under "kg recycle" • Upcoming events when added as admin, unable to turn up on user end under "events" and "take action>in the community". • Events should be sorted on the upcoming event first. • Events should be able to show start time and end time. • Create an orange "Pledge" button right of "Citizen". • Under "Take Action" to create another category call "As an Individual" for users to put in their own green acts to share. • Admin able to generate report for specific institution (refer to above attachment sample "Report_BHSS_20160219.xlsx) • Admin when "Manage Events", those with live links seems to have problem with having an "edit" button. Refer to attached picture "user admin manage events.tiff". • Admin when "Verify ECO Actions" should be able to change the figure before approval. • Admin when "Verify ECO Actions" should be able to provide feedback when rejecting and user will be informed of the rejection. • User activity log can only see one log. The rest doesn't show. • When Sign up / register, put "(Surname)" next to the word "Last Name". Apparently people don't know what is the difference. >.< • When on the page "http://ecoleaders.sg/actions", when I click the top left to go back to dashboard, 	<p>Guang Wen</p> <p>Gauri</p> <p>Wei Heng</p> <p>Wei Heng</p> <p>Wei Heng</p> <p>Guang Wen</p> <p>Guang Wen</p> <p>Xin Yee</p> <p>Xin Yee</p> <p>Xin Yee</p>	

	<p>it brings user back to the test page (http://ecoleaders.sg/my_account_test).</p> <ul style="list-style-type: none"> User's dashboard "events" listing doesn't have active link to more details of the event. 		
2	Our next Supervisor Meeting will be on Friday, 19 February 2016.	ALL	

The meeting was adjourned at 1830 hrs. These minutes will be circulated and adopted if there are no amendments reported in the next 24 hours.

Prepared by,
Sin Xin Yee

Vetted and edited by,
Tay Guang Wen