

**Final Year Project
Meeting Minutes**

Meeting Information	
Date:	21 th August 2014
Time:	1530
Venue:	SMU SIS Level 4

Attendees:	1. Joel Woo 2. Benjamin Chan 3. Lee Jong Hyeok 4. Lavinia Tay
Absentees:	NIL
Meeting Agenda:	1. Project Progress Update 2. Preparation for upcoming sponsor meeting 3. Discuss business direction and UAT preparation

Summary of Meeting & Task Assignment		
1.	Jong Hyeok & Lavinia	Continue working on functions as planned, as well as the Admin Web Portal to prepare for closing the loop for feedback submitted to the backend by users.
2.	Lavinia & Joel	Discuss with sponsor regarding project scope: infrastructure breakdown and petition. Research into current petition implementations and compare.
3.	Benjamin	Continue working on iOS Create Feedback for App Store Submission #1.
4.	Joel	Prepare UAT test scenarios, study design, study data sheet, questionnaire and consent form Come up with marketing campaign to get public users to use our app

The meeting was adjourned at 1930. 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