



Internal Meeting

Date	4 August 2016
Time	2:00 pm – 4:00 pm
Venue	SOE Basement 1
Attendees	Tan Ai Xin Clinton Ang Lim Zi Ling Joanna Tan
Absentee	-
Agenda	1. Client's requirements

AGENDA

No.	Task
1.	Client's requirements: IS480 Showcase project <ul style="list-style-type: none">- What are the libraries that we need to use?- It is interesting and can easily tested- What kind of template do we need to build? Dynamic or Static?- Existing process flow of submitting the poster?- Information that the systems have? Data Analytics <ul style="list-style-type: none">- Limited analytics capabilities- Not confident of difficult analytics functions IS480 Sharing <ul style="list-style-type: none">- It will be difficult to build an application that will entice people to use the application to provide knowledge. Supervisor Feedback and Supervision <ul style="list-style-type: none">- Based on the previous team's experience, it will be difficult to build an application to solve this issue

ACTION ITEMS

Action Items	Person Responsible	Deadline
Find out the data collected in the server by talking to the IS480 Research Assistance	Clinton	10 th August 2016

Do an initial requirements gathering from the IS480 instructor	Clinton	10 th August 2016
Research on the libraries to build the templates for poster	Joanna, Ai Xin, Ziling	10 th August 2016

Prepared by Clinton Ang

Vetted and edited by Tan Ai Xin