Final Year Project
Meeting Minutes

Meeting Information	
Date:	7th October 2014
Time:	1945
Venue:	SMU SIS SR 2-1

Attendees:	1. Joel Woo 2. Benjamin Chan 3. Lee Jong Hyeok 4. Lavinia Tay
Absentees:	
Meeting Agenda:	1. Discuss about feedback given from midterm presentation 2. Decide what we have to work towards from now till finals

Summary of Meeting & Task Assignment		
1.	Team	**Feedback given by reviewers** 1. Scope & technical functionalities are already sufficient. 2. We should spend the rest of the time trying to get users to use our system to show the success of our project. 3. Who are the administrators and agencies? 4. How does our system cater to these users? 5. What functions do they need? 6. Small details like how to make the user's life easier when using the system is important: how to make admin life easier when there are a lot of feedbacks submitted? 7. Batch-tagging, actions, one-click changing of report abuse status, etc.
2.	Team	**Preliminary feedback given by supervisor** 1. I think focusing on how you will collect, aggregate, rank, and display (maps, lists, charts, etc.) reported issues will be a good place to start. 2. What are the links or reports that you could send to people at different agencies to get their attention? 3. What are the pages that bloggers could see to write articles about issues? 4. What will be public to everyone and what will government agencies need to apply to get access to? 5. What gets automatically generated and updated as people submit feedback and what has to be curated? 6. Are you going to support tagging and if not, how will you group and sort issues once there are thousands of issues in the system? 7. Will there be support for super users like on Stack overflow who can come in and combine issues? 8. How does someone in the community earn super user status?

3.	Benjamin
	
	Macbook broke down after midterm, and has been sent for repair.
		iOS remaining functions
		
		Must Complete
		    1. Close Feedback (feedback owner)
		    2. Report Abuse
		    3. Display My Feedback
		    4. Change Password
		
		Others
		    1. Apple Push Notification: Consider dropping APN & implement normal notification
		    2. Proximity Sorting: Drop function

4.	Lavinia, JongHyeok	**Web remaining functions**
		
		To be Complete
		    1. Report Abuse (description part remaining)
		    2. Change Password
		    3. Suspend User
		    4. Add Agency
		    5. Edit Agency
		    6. Notifications
		
		Others
		    1. Agency Update: Discuss with Mr Low to drop image portion
		    2. Audit/Admin Log: Discuss with Mr Low to drop function
		    3. Proximity Sorting: Drop function
		    4. Export Report: Drop function
		    5. Unicorn, jQuery & AJAX for better usability
		
		Newly Proposed
		    1. Create Feedback: No annotations
		
		The team is proposing implementing a limited Create Feedback on the web so that, in the event the app cannot get approved by Apple in time, we still have this to fall back on, & can try to get users to use the system.

5.	Joel	1. Look into contacting Municipal Office to see if they are interested in our application.
		    2. Look into contacting Straits Times journalist who are interested in environment or maintenance of Singapore Infrastructure to see if they will be interested to write an article about our application.
		    3. User process flow chart for Finals Demo Walkthrough

The meeting was adjourned at 2215. 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