



INTERNAL MEETING MINUTES

Iteration No.	2
Meeting No.	4
Date of Meeting: (Day Month Year)	29 October 2013
Time: (hh:mm to hh:mm)	13:30 to 16:30
Venue:	SIS GSR 2.7
Meeting Chairperson	Tan Rui Jia Noelle

1. Meeting Agenda

- (a) Review Previous Meeting Minutes
- (b) Survey Results Analysis
- (c) App Logo
- (d) Prototype
- (e) Documentation
- (f) Wiki
- (g) AOB

2. Attendance**Name [Absent/Present]**

Bie Ya Qing [Present]

Low Wen Guang [Present]

Sebastian Kiran Joy [Present]

Tan Guo Hao [Present]

Tan Rui Jia Noelle [Present]

Victor Lee Hong Zhi [Present]



3. Discussed Content

Topic

a) Review Previous Meeting Minutes

- X-factor : Analytics + experience
- Branding: Fun with professional
- App Name: Evance (Pronounced Events)
- Mascot: Evan the squirrel
- Scope: Focus on Android first, iOS will come in before midterms

b) Survey Results Analysis

- Participants
 - i. At least 66% of surveyed respondents are involved in networking events
 - ii. Networking is of importance in SMU, proves usability of our application in improving networking.
 - iii. Easy registration and document sharing functions are of importance for event-goers.
 - iv. Interesting functions: Syncing with calendar
 - v. For participants attending networking sessions, less than 50% find shake to network useful.
 - vi. More than 50% surveyed liked
 - 1. Easy sign up feature
 - 2. Conversation Starter
 - vii. Common Issues faced: Inputting personal information repeatedly, lack of conversation topics and forgot to bring name cards: consider showing graph for this question instead.
 - viii. Frequency of feedback/survey: >50%
 - ix. Monetary rewards and lucky draws seems to be the best bait to get feedback
 - x. Participants are highly receptive of searching for events through mobile devices
 - xi. Participants also like priority queue, and lower pricing for future events
 - xii. 87% surveyed are not aware of events management apps
- Organisers
 - i. 50% of organisers do not have enough manpower
 - ii. Customised sign-up forms, scheduling/agenda updates and document sharing are the most wanted functions by organisers
 - iii. Have to target the school, turn the product into public good
 - iv. Pricing based on functionalities available
 - v. 50% of organisers willing to pay for events app
- Could include a "Dummy Guide" to let users know how and when to use what.
 - i. Probably in the later stage of FYP or post-FYP

c) App Logo



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- Gradient champagne squirrel with black background
- Gradient purple squirrel with champagne background

d) Prototype Progress

- On schedule
 - i. Shake to Register is completed
 - ii. Working on Shake to Network
- Prof Ben's comment that scope of Core functionalities seem too small
 - i. Shake to talk and document sharing changed from secondary to core function

e) Documentation

- Use Case Diagram
 - i. Use case does not need to be split into core, secondary and tertiary – should be according to actors
 - ii. Label actors (i.e. participants and organisers)
 - iii. Organisers
 - 1. Split view into view events, participants who have signed-up and participants who have registered
 - 2. 'Analytic' and 'Document' should be plural
 - 3. CRU Events
 - 4. CD – Documents & Floorplan
 - iv. Download resource → download documents
 - v. Usecase should include ALL functionalities

vi. Participants

1. Shake to network edit to Shake to talk
 2. Share contacts change to Shake to network
- Use Case Specifications
 - i. Checked and completed
 - Sequence Diagrams
 - i. Checked and completed
 - Test Cases
 - i. Iteration 1 functionalities completed
 - ii. Iteration 2 functionalities still in progress

f) Wiki

- Wiki uploads can be found in Documentation > Wiki > Uploads
- Home, The Team, Project Overview is ready for upload
- Minutes to reference to Past Team neoPhase
 - i. Add in Iteration column, compact Agenda and download link
- X-factor: Needs a visual representation on wiki

g) AOB

- Upcoming Meetings
 - i. Mentor Meeting
 1. 30th October (Wednesday)
 2. 10.30 am
 3. Loaves Me
 4. Victor Chair
 - ii. FYP Meeting
 1. 1st November (Friday)
 2. 4 – 8 pm
 3. SIS SR 2.1
 - iii. Supervisor Meeting
 1. 4th November (Next Monday)
 2. 3.30 – 5 pm
 3. SOA SR 2.4

4. Victor Chair

4. Next Meeting	
Date of Meeting: (Day Month Year)	01 November 2013
Time: (hh:mm to hh:mm)	16:00 to 20:00
Venue:	SIS SR 2.1

5. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)		
Description	Prepared by	Due Date
Review Use Case Diagram	Victor	1 November 2013
Review Use Case Specifications	Victor	1 November 2013
Review Mobile Workflow	Wen Guang	1 November 2013
Review Architecture Diagram	Guo Hao	1 November 2013
Review Entity-Relationship Diagram	ALL	1 November 2013
Review Sequence Diagrams	Wen Guang, Kiran, Yaqing	1 November 2013
Review Class Diagram	ALL	1 November 2013
Continue with Test Cases for Iteration 2 Functionalities	Wen Guang	1 November 2013
Upload Wiki Deliverables	Guo Hao	1 November 2013
Edit Priority Circle	Noelle	1 November 2013
Acceptance Slides	Noelle	1 November 2013

Minutes Prepared By Low Wen Guang, Tan Guo Hao

Date 29 October 2013

Vetted and Edited By Tan Rui Jia Noelle

Date 30 October 2013



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