

**Date:** 9/3/2016  
**Time:** 1300-1400  
**Venue:** SOE GSR 4-7

**Attendees:** Tay Guang Wen  
 Gauri Bhatnagar  
 Lim Xin Yi  
 Wilson Ang

**Agenda:**

1. Progress updates
2. Finalize scope with Wilson
3. Manage expectations

	Task/ Description	Person-in-charge	Due Date
1	<p><u>User Test</u>            ITE, SMU Vert and NUS Vale is interested. There is a group of volunteers for Saturday and Sunday. We will be conducting a User Test with informatics next Saturday, 19 Mar 2016.</p> <p><u>Configurability</u>            Make the list of products listed in “As A Consumer” more configurable, so that Wilson will be able to edit it on his end. This is very important.</p> <p><u>Aesthetic Changes:</u></p> <ol style="list-style-type: none"> <li>1. Can outreach be changed to “activities involved”? So now outreach will include all activities. In the community, as an individual, etc.</li> <li>2. For Actions taken, the placeholders for the Energy, Water, Electricity saved should be changed to “kWh saved” etc.</li> </ol>	ALL	
2	<p><u>Notification Module</u>            After discussing with Wilson, we have decided to replace Notification module with “As An Individual”.can be dropped, and replaced with “As An Individual” which is under Eco Actions module. -&gt; Change management. “As An Individual” is a greater impact. (5 points)</p> <p><u>Pledge Module</u>            Ben &amp; Jerrys needs the pledge module. This is important and it has to be done.</p> <p>For Pledge, they only need to know how many pledges they have taken. Have a maximum of 5 pledges that they can take in</p>	ALL	

<p>a day. Awarded 1 point each. The number of pledges that they have taken will be displayed in the green circles.</p> <p>For pledge module, Admin should be able to add a pledge as well. So there should be an “Add Pledge” and “Manage Pledge” on the admin side.</p> <p>Admin’s pledge should be shown first in the dropdown list.</p> <p><u>Gamification Module:</u> Gamification module: Will it be difficult? Depends on the criteria set by Wilson.</p> <p><u>Report Module:</u> Report Module (What kind of list would you like? Search users by schools, and what they have done.)</p> <p>He has sent us a copy of how the excel will look like. What are the information that you would like see.</p> <p>What are the relevant information that you would like to see: Where, Type. Points Awarded (for that activity), Remarks.</p> <p>Report Module is a priority.</p> <p><u>News and Event Module:</u> For News and Events to be shared on social media, it will be difficult. Unless it is done on wordpress. “Would we be able to make it easy for him to manage news and events from our admin side.</p>		
<p><u>Response Time</u> We have informed Wilson that sometimes we will require some time to reply his messages, and we have agreed to give one another 1 hr 30 min to reply.</p>	<p>ALL</p>	

The meeting was adjourned at 1400 hrs. These minutes will be circulated and adopted if there are no amendments reported in the next 24 hours.

Prepared by,  
Tay Guang Wen

Vetted and edited by,  
Tay Guang Wen