

Meeting No. 14

Date: 26 October 2014 (Sunday)
Time: 3:30PM – 7:30PM
Venue: Library Project Room 4-8

Members

In Attendance: Brindha Menon
 Chua Min Xuan, Max
 Hakam
 Khiew Shi Kai
 Seol Hye Ri
 Tan Gui Shi

Absent with Apologies: NIL

Minutes Recorded By: Brindha Menon

Agenda

Task	Remarks
1. Set deadlines and I/Cs for To-Do and Discover	
2. CSV upload	
3. Wiki Page – Architecture diagram, overall look and feel(coordinate styles used), logo	
4. Slides – Design Content: Introduction of team (roles), Project Overview, Architecture Diagram, X Factor, Project Timeline + Scope, Demo, Challenges/Problems faced, Learning process, Learning outcomes (last slide) to be done by Sunday	
5. Monday & Tuesday rehearsal	
6. Project Management <ul style="list-style-type: none"> - Timeline (pplog style) - Metrics (Schedule, Bug, Risk) - Scenario, prototyping (on Friday) - Meet up with supervisor/email 	

Discussed

1. Cover page <dimensions, picture copyright> layout
2. Placeholder (to-do list, vendor no photograph)
3. To-do List
 - a. To-do Admin upload has 4 fields (title, period, description, race)
 - b. No commas in any field
 - c. No blank in title
 - d. No capital letter in race
4. Discover
 - a. Discover Admin upload has 8 fields (title, description, address, phone, email, website, photolinks, category)
 - b. No commas in any field
 - c. Photolinks should be separated by “;”
 - d. Discover (top 10 for each category, times 3(Chinese, Malay, Indian)
 - e. Get photographs (if don't have, put Placeholder image)
5. Get team email, team DropBox (Gui Shi)