*Client Meeting Minutes 03*

**03 Minutes**

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| **Ref No. :** | | 03 | |
| **Date:** | | 211010 | |
| **Time:** | | 1700-1830 | |
| **Venue:** | | Wisma Atria Food Republic | |
| **Attendance:** | | Tomy Jaya  Wai Phoy Kway  Aung Kyaw  Tan Eu Jeng  Shitij Nigam | |
| **Absentees:** | | NIL | |
| **Agenda:** | 1. Discuss about project’s progress 2. Gather website feedback before deployment(run through of functionalities) | |

**Minutes:**

1. Discussion about project’s progress

* Meraj has marked his calendar for our final presentation
* Overall project progress is good.
* ONE (SINGAPORE) expects live deployment soon (if possible within this month).

1. Feedback and Action Plan

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| **Category** | **Issues/Possible Improvements** | **Action Plan** |
| Content Aggregator | Hard-coded Twitter-map keyword in the aggregator.php page. | Insert a textbox in the CMS admin page to dynamically change the twitter-map keyword |
| Content Aggregator | Bug when flickr photo is clicked (not directed to the photo in the thumbnail) | Our team will look into it and resolve the bug |
| Payment Gateway | No live testing done using live PayPal account for the online store and membership features | Highlight necessary configurations need to be made in ONE (SINGAPORE) paypal account for the integration and set up a meeting to test this feature. |
| Featured Video | No caption about the featured video | Our team will change the template to allow admin to dynamically change featured video and its caption |
| Search | Bug when trying to search for “938” | Our team will look into it and resolve the bug |
| Search | Problem with the highlighting of keywords in search results | Our team will look into it and resolve the bug |
| Search | No priorities (e.g. Vernetta Lopez personal description page should be the top results when keyword “vernetta” is searched ) | Our team is not really sure about how to accomplish this for the time being. Wordpress Search algorithm is fixed (binary) and no algorithm is placed on ranking of results. |
| Homepage | Unable to change content of Radio (Latest News) | Provide a textbox in the CMS to allow dynamic change of this latest news widget |
| Videos | Videos are displayed monotonously | Our team will look into nine.msn implementation of videos thumbnailing and try to use that in our website |
| Videos | No distinction between videos from outside (related to poverty) sources and video owned by ONE (SINGAPORE) | Compartmentalize those 2 different types of videos in the video page. |
| Videos | Videos are without captions. | Add captions to videos and if possible relate to a tag to facility search |
| Layout | Posts/pages are displayed in a narrow space | Disable sidebar, move important icons to header |
| Banner | Banner no longer important after the home page | Remove banner in the pages other than the homepage |
| Banner | Hard-coded the pictures in the banner | Provide a way through CMS admin to insert different images to the banner or expand news-feeding to banner instead of a static picture. |
| Photos | No integration with ONE (SINGAPORE) Flickr | Create a photo page which grabs RSS feeds from ONE (SINGAPORE)’s Flickr account as slideshow or photo wall.  (<http://www.flickr.com/photos/one_singapore/>) |
| Analytics | ONE (SINGAPORE) sees no value of it since it has no intention for any advertising purpose in the future. | **Our team would like to explore this possibility and expects Meraj to allow us to see the analytics result of its old site.** |
| Homepage | The ordering of latest news/events/projects are hardcoded | Allow flexible ordering of news vs. projects vs. events in homepage through the CMS admin. |
| Newsletter | No real newsletter subscribers in the database. | **Our team needs ONE (SINGAPORE) to provide current newsletter subscribers email to be imported to the new newsletter feature.** |
| Email acount | Current beta site uses Wai’s email account as the wordpress email account | **Our team needs ONE(SINGAPORE) to provide their company email address which will receive contact us feedback, member registration information, store transactions as well as send newsletter.** |
| Social Media Integration | Twitter Page integration (whenever new post is added) still uses a test account. | **Our team needs ONE(SINGAPORE) to provide their current Twitter page account information (username/password) to do configurations to be able to pull Wordpress posts directly from the main site.** |

**To Do:**

1. Fix links going to prototype website (during migration)
2. User Guide focus as client might not be as familiar as us in terms of using the new features.

**Next Meeting**

Date: TBC

Time: TBC

Venue: TBC

**Prepared by:**

Tomy Jaya