

**Final Year Project
Meeting Minutes**

Meeting Information	
Date:	05 th August 2014
Time:	2000
Venue:	Singapore Management University

Attendees:	<ol style="list-style-type: none"> 1. Jong Hyeok Lee 2. Benjamin Chan 3. Joel Woo 4. Lavinia Tay
Absentees:	NIL
Meeting Agenda:	<ol style="list-style-type: none"> 1. Clarify requirements change 2. Lock down project scope 3. Discuss on business requirement and UAT preparation

Task Assignment		
1.	Benjamin, Jong Hyeok, Lavinia	Agency updates will be displayed together with the comments, sorted according to time. Agency updates and comments will have different display styles so as to differentiate them. Agency updates will still be able to contain images.
2.	Benjamin, Jong Hyeok, Lavinia	Display Feedback <ul style="list-style-type: none"> ▪ Sort by last action on feedback (posted, commented, voted, deemed as non-abusive) ▪ Sort by proximity to user's location (Non-priority function to be implemented in later iterations)
3.	Benjamin	Create Feedback To explore: Location field to show a map where user can place and adjust a pin on the map for higher precision in case GPS is not accurate enough. Contingency: An icon on text field, when clicked will use the GPS to gather location. If the location is not accurate enough, user can manually edit the text field.
4.	Jong Hyeok, Lavinia	Create New Agency <ul style="list-style-type: none"> ▪ To include a normal add agency function through the Admin Web Portal ▪ No bulk import function
5.	Benjamin, Jong Hyeok, Lavinia	Image Annotation <ul style="list-style-type: none"> ▪ There will be 3 states for image annotation: <ol style="list-style-type: none"> 1. Image with annotation boxes 2. Image with annotation boxes and one annotation description 3. Image without annotation boxes or description ▪ In display feedback view, image in feedback will in state #1. ▪ Upon clicking the image, an enlarged image (in state #2, with a default annotation description) will be shown in a popup.

		<ul style="list-style-type: none"> ▪ User can toggle between the various annotation descriptions by clicking other annotation boxes. ▪ Clicking anywhere on the image other than the annotation boxes will bring the image to state #3. ▪ User can return to the display feedback view by clicking outside the image.
6.	Benjamin, Jong Hyeok, Lavinia	<p>New Function: Report Abuse</p> <ul style="list-style-type: none"> ▪ Feedback reported as abusive will be hidden (not accessible) and admin will be notified to review the feedback. ▪ If the admin deem the feedback as abusive, it will be permanently hidden. ▪ If the admin deem the feedback as non-abusive, the feedback will be redisplayed. Such feedbacks will not be allowed to be reported as abusive again.
7.	Team	Changes in some model's data structure to accommodate requirement change.
8.	Team & Mr Low	<p>Project Objective</p> <p>The objective of this project would still remain as a feedback platform for the public. However, due to constraints in getting the relevant parties (government, agencies and public) involved in this project whilst it is still in development, we will be testing our application with resources available to us.</p> <p>We would involve SMU students as users to submit feedbacks regarding infrastructure issues anywhere in Singapore. Mr Low will provide the manpower needed to serve as the agency and admin to facilitate the resolution of the issues.</p> <p>Mr Low might involve property/facility management for testing in the later iterations.</p>
9.	Joel	Requirement document, project schedule and scope to be updated based on discussion and sponsor's feedback

The meeting was adjourned at 2145. 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