

**Final Year Project
Meeting Minutes**

Meeting Information	
Date:	12 th March 2014
Time:	20:20
Venue:	Outside SIS SR3-3

Attendees:	<ol style="list-style-type: none"> 1. Joel Woo 2. Pei Qin 3. Benjamin Chan 4. LEE Jong Hyeok
Absentees:	<ol style="list-style-type: none"> 1. Lavinia Tay (On exchange)
Meeting Agenda:	<ol style="list-style-type: none"> 1. To decide on which project we are undertaking 2. To discuss about the follow-up actions on the project

Task Assignment		
1.	Everyone	<ul style="list-style-type: none"> - Need to brainstorm more on our project analytics or Project x-factor (adding value to the business?) <ul style="list-style-type: none"> o Issue that occurs the most frequent o Agency that has the most number of issues o Weather - Completing all necessary diagrams and wire-framing (by end of Semester 2/2014).
2.	Pei Qin	<ul style="list-style-type: none"> - Come up with the timeline (For Group & Mr Low) - Brainstorm on Team Name - Create GoogleDoc to schedule a common timeslot for the group (Current Semester) - Review of PostSQL
3.	Lee Jong Hyeok, Joel Woo	Review and select preferred web-app technologies – Ruby on Rails, Python, JSP
4.	Benjamin Chan, Lavinia	Review iOS technologies for image annotation, map-view

The meeting was adjourned at 2100. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Chua Pei Qin

Vetted and edited by,

Benjamin Chan