**Meeting Minutes**

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| **Date** | 2/10/12 |
| **Time** | 12.00pm – 3.30pm |
| **Venue** | SMU SOE GSR 2.1 |
| **Attendees** | Siew Lin  Lin Yukai  Ng Sing Lim  Melissa Tian Pei Shi  Chan Zi Jun |
| **Absentees** | None |
| **Minute Takers** | Siew Lin |

**Agenda**

1. Proposal
2. Computer Environment Set-up
3. Qiito Friday Meeting

**Notes for Meeting**

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| S/N | Topic | Discussion Details | Actions By |
| 1 | Proposal | Project Overview (project desc, motivation, stakeholders, deliverables in ½ page)  - Project Description   1. X – factors: 2. Agile working relationship with Qiito 3. Augmented Reality 4. Smart Itinerary 5. Motivation 6. Qiito: the need for mobile app 7. Team relates to project because we are avid travelers 8. Stakeholders: 9. Sponsors 10. Clients 11. Customers 12. Deliverables 13. Deploy to App Store 14. Integration of mobile app – Discovery, Itinerary, Memories 15. Value statement: (PR) Tap into SMU network, another platform to reach out to their fans via mobile app 16. Scope 17. Based on the checklist 18. Constraint 19. Different OS version of Andriod 20. Technical Skills of members 21. Assumptions 22. Don’t include first   - Project Plan   1. Project Milestone 2. Risk Analysis   - Resource & references   1. Eclipse 2. Subclipse 3. Android SDK 4. Heidi SQL   Learning outcomes (to be done in Wiki page)   1. Follow LOMS | Note to All |
| 2 | Qiito Friday Meeting | To contact An to see if there is any important updates from Qiito. | Note to All |
| 3 | Survery | Each member to choose the best 2 surveyees from the list assigned to each of them. | Note to All |

**To Be Done**

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| S/N | Description | Actions By | Deadline |
| 1 | Project Milestone and Risks | Siew Lin & Yu kai | 5/10/2012 |
| 2 | Proposal (Project Overview) | Yu Kai | 9/10/2012 |
| 3 | Use Case Diagram | Sing Lim | 9/10/2012 |
| 4 | Learning Outcome | Melissa | 9/10/2012 |
| 5 | Winners of surveryees | All | 5/10/2012 |
| 6 | Skeleton of Milestone | Siew Lin & Melissa | (SL – 5/10/2012, Mel – 9/10/2012) |

Done By: Siew Lin

Vetted By: Melissa