**Meeting Minutes**

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| --- | --- |
| **Date** | 2/10/12 |
| **Time** | 12.00pm – 3.30pm |
| **Venue** | SMU SOE GSR 2.1 |
| **Attendees** | Siew LinLin YukaiNg Sing LimMelissa Tian Pei ShiChan 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 Description1. 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 Plan1. Project Milestone
2. Risk Analysis

- Resource & references1. 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