



# Client Meeting Minutes

## Meeting Information

Date/Time:	28 Feb 2018, 4PM – 6PM
Venue:	Ngee Ann Polytechnic
Agenda:	1. Sponsor to speak to team on midterm feedback, possible changes in scope
Minutes by:	Cheryl Lee
Vetted by:	Grace Foo

## Meeting Attendance

S/N	Team Member	Role	
1	Cheryl LEE Sze Min	Project Manager	Present
2	CHEAU Nor Ailin	Backend Developer	Present
3	Grace FOO Huan Ting	Frontend Developer	Present
4	LEE Pei Jia	iOS Developer	Present

## Notes

S/N	Topic	Notes & Tasks
1	Project Scope	<p>Explored the idea of incorporating offline learning through synchronization of data &amp; time stamping</p> <p>For example, while outside without internet, student can store notes and reflections on her hand phone and in the application, and once there's internet connection, the data stored is synchronized into the database. Can be done automatically or through the tap of a button.</p>
2	Project Development	<p>Advised the team on current priorities:</p> <ol style="list-style-type: none"><li>1. Incorporate mobile features to iOS application (team to decide which 2 mobile features to include in application)</li><li>2. Improve user experience and user interface, make it more intuitive to use.</li><li>3. Incorporate analytics for web application</li><li>4. Survey</li></ol> <p>Offline learning – TBC</p>

## To-Do

S/N	Task	Assigned to
1	Team to evaluate changes and update sponsor on items to change	All
2	Team to advise on deployment dates and recommend server	All