



Team Meeting Minutes

Meeting Information

Date/Time:	28 February 2018, 6PM – 7PM
Venue:	Ngee Ann Polytechnic
Agenda:	1. Discuss changes to be implemented
Minutes by:	Cheryl Lee
Vetted by:	Lee Pei Jia

Meeting Attendance

S/N	Team Member	Role	
1	Cheryl Lee Sze Min	Project Manager	Present
2	Ailin Cheau	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>Priorities from now till Finals:</p> <ol style="list-style-type: none"> 2 mobile features (mobile + GPS) Analytics (Score, location, questions) UI/UX Survey Offline mode - ONLY if we manage to complete functions 1 – 4 <p>iOS:</p> <ol style="list-style-type: none"> Camera functions to allow students to take pictures for reflections GPS to be tagged to reflections, exact location submitted along with reflections when "Submit" button is tapped. <p>Web analytics:</p> <ol style="list-style-type: none"> Quiz scores (last attempt score, past attempts) Number of quizzes done by students Locations (where people do their reflections) <p>Frequency of options chosen by students – education analytics based on quiz options</p>
2	Server	<p>Advised sponsor on AWS Free Tier, pay-per-use, only charged when storage used exceeds limit</p> <p>Advised sponsor on iOS deployment cost</p>
3	Project Development	<ul style="list-style-type: none"> iOS application to be deployed on Apple Store. Plan is to deploy app on Apple Store first (after including camera functions and improvements to UIUX) then make further tweaks and update Target to submit application deploy app on Friday 9 March Sponsor to come back with created server for team to shift deployment server Team to plan for 2 UATs, one on-site and one in a class

To-Do

S/N	Task	Assigned to
1	Change project timeline according to new priorities	All
2	Team to continue with development	All