Final Year Project
Meeting Minutes

Meeting Information	
Date:	17th September 2014
Time:	1600
Venue:	Singapore Management University

Attendees:	1. Jong Hyeok Lee 2. Joel Woo 3. Lavinia Tay
Absentees:	1. Benjamin Chan
Meeting Agenda:	1. Update sponsor on iOS & Web progress 2. Discuss about business value & flexibility of Facebook integration 3. Discuss on UAT feedback & what can be improved on current system 4. Discuss on deployment of iOS app on Sponsor's staffs to gather feedback data

Summary of Meeting & Task Assignment		
1.	Benjamin	**App Store Submission & iOS 8** The introduction of iOS 8 means many apps are being submitted for approval at this time. Ben is to look into the submission guidelines, and make sure the app fulfils the guidelines. Tentatively, we are aiming to submit the app for approval before midterm presentation.
2.	Team	**User Account** Nickname will be changed to Display Name as per user feedback and discussion with sponsor.
3.	Lavinia & Jong Hyeok	**Edit Agency** Sponsor hopes to have Edit Agency but it is decided this will be a non-core function and can be implemented if schedule allows.
4.	Lavinia & Jong Hyeok	**Audit Log** Sponsor wants a new Audit Log function. This will keep track of all activities on the Admin side. On the Agency and User side, the team will look into each user's actions and see if there is a need to hide specific actions for privacy reasons to other users. If there isn't a need, then it will be implemented the same way as Admin.
5.	Team	**Facebook Integration** Sponsor gave us the flexibility to decide if we want to retain or remove the Facebook integration in our system. Tentatively, the team can do one of the following: 1. Remove Facebook Integration 2. Retain the function but allow user to register/login without the need for an additional password; perhaps this could be done through using Facebook token authentication.

6.	Team	**Feedback**
		Data structure of feedback is to be changed to as follow:
		1. **Title**: set a maximum length of characters
		2. **Description**: tell the user to input detailed description and location details here
		3. **Map Coordinates**: Lat Long from Map hidden from users
		4. **Location**: Allows user to pull up a map to drag and drop pin and a user-editable textfield to override what is displayed by the app
		Annotation
		Sponsor is not wow-ed by the current search field implementation, but is willing to compromise for now due to schedule. The team will look into improving it should time allows.
		Choice of words & instructions
		Based on sponsor's input and user's feedback, the submit feedback process will have additional UI changes including additional instructions and change of keywords to better reflect user's options when navigating the app.
7.	Jong Hyeok & Joel	**Web User Interface**
		Sponsor mentioned some drawbacks to using infinite scrolling like if the system is unable to keep track of the user's previous feedback location.
		One way sponsor proposed is to use pagination, and when user clicks on a feedback, it opens in a new tab instead of the current tab. This allows the user to easily compare between feedback too.
		However, this might render the "< Back" useless. The team will look into and consider which one to implement.
8.	Team	**Other Notes**
		1. Informed sponsor on need of graphic designer
		2. Need to let sponsor know details on app store submission including title, app icon, description and screenshots, etc.
		3. Report/Feedback ID is not required by sponsor, although there could be potential use of it in the notification part. Team to look into and consider it.

The meeting was adjourned at 1800. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,
Joel Woo

Vetted and edited by,
Lavinia Tay