



Internal Meeting

Date	11 February 2016
Time	10:00 am – 1:30 pm
Venue	SMU SIS GSR 2.7
Attendees	Tan Ai Xin Clinton Ang Samantha Ng Lim Zi Ling Joanna Tan
Absentee	-
Agenda	1. Team Progress 2. Project Scope 3. Email Sponsor

AGENDA

No.	Task
1.	Team Progress <ul style="list-style-type: none">• Team have come up with their respective deadline for their job scope and planning<ul style="list-style-type: none">➤ To complete the following tasks by week 10:<ul style="list-style-type: none">▪ Functional:<ul style="list-style-type: none">❖ ER Diagram❖ Workflow❖ Use Case❖ Project Scope❖ Function Description❖ Requirement Matrix▪ Technical:<ul style="list-style-type: none">❖ Development Tool❖ System Architecture➤ To complete the following tasks by week 17:<ul style="list-style-type: none">▪ Lo-Fi:<ul style="list-style-type: none">❖ Paper Prototype/WireFrame❖ Heuristic Evaluation❖ Refine the paper prototype/wireframe▪ High-Fi:<ul style="list-style-type: none">❖ Code the UI structure/mainframe

	<ul style="list-style-type: none"> ➤ To complete the following tasks before 9 August 2016: <ul style="list-style-type: none"> ▪ Backend Development: <ul style="list-style-type: none"> ❖ Primary core and Tertiary Core to be completed ❖ Secondary (tentative) ➤ Project management <ul style="list-style-type: none"> ▪ To update sponsor every month about the teams progress
2.	<p>Project Scope</p> <ul style="list-style-type: none"> • Primary <ul style="list-style-type: none"> ➤ CRUD User profile <ul style="list-style-type: none"> ❖ Login/Logout ❖ Password Reset ➤ Resident details module <ul style="list-style-type: none"> ❖ Family demographics ❖ Feedback/Complain ❖ Follow ups from the last visit ❖ Status of the case (if any complain) ➤ House Visit Management (Summary of entire constituencies) <ul style="list-style-type: none"> ❖ VWO visit and follow-up ❖ Visiting Details/Information ➤ Scheduling and Calendar function <ul style="list-style-type: none"> ❖ Track each visit/events/activities/status • Secondary <ul style="list-style-type: none"> ➤ Programs and Events Management <ul style="list-style-type: none"> ❖ Details of events ❖ Number of participants ❖ Assign volunteer to residents ➤ Analytics <ul style="list-style-type: none"> ❖ Report house visit success rate ❖ Event/Activity success rate ❖ Percentage of engagement and program effectiveness • Tertiary <ul style="list-style-type: none"> ➤ Resident location (Graph representation)
3.	<p>Email Sponsor</p> <ul style="list-style-type: none"> • To draft an email and ask if Nicholas would be free to schedule an observation session for us to go down and experience house visiting. Preferred date is - week 8, 20 February 2016 or 27 February 2016.

ACTION ITEMS

Action Items	Person Responsible	Deadline
Do up the diagrams	Lim Zi Ling and Tan Ai Xin	14 March 2016
Do the lo-fi and hi-fi	Samantha Ng	25 April 2016
Do up the backend structure	Clinton Ang and Joanna Tan	9 August 2016

Email Nicholas (Sponsor)	Tan Ai Xin	12 February 2016
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Prepared by Tan Ai Xin

Vetted and edited by Joanna Tan