

**Final Year Project
Meeting Minutes**

Meeting Information	
Date:	09 th March 2014
Time:	12 : 00
Venue:	LKCSB GSR 3-12

Attendees:	<ol style="list-style-type: none"> 1. Joel Woo 2. Pei Qin 3. Benjamin Chan 4. LEE Jong Hyeok
Absentees:	<ol style="list-style-type: none"> 1. Lavinia Tay (On exchange)
Meeting Agenda:	<ol style="list-style-type: none"> 1. To create the proposal for Public Feedback and Enquiry Platform

Task Assignment		
1.	Everyone	<p>Issues to find out from the sponsor regarding about the features:</p> <ul style="list-style-type: none"> - Tagging System - Aging of the issue → Will the issue be deleted if there is no response after a period of time? - Do people get to vote on the issues? - Will public user get to access the website? <p>Background of Mr Low</p> <ul style="list-style-type: none"> - Which company is he from? - Government or 3rd party development company? - His role in the organization?
2.	Everyone	<p>Agreed on using Invision application for sketches http://www.invisionapp.com/</p>
3.	Lee Jong Hyeok, Joel Woo	<p>To decide on the preferred web application portal (Ruby on Rail, Python, Django etc)</p>

The meeting was adjourned at 1400. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Chua Pei Qin

Vetted and edited by,

Benjamin Chan