



SUPERVISOR MEETING MINUTES

Iteration No.	8
Meeting No.	1
Date of Meeting: (Day Month Year)	07 March 2014
Time: (hh:mm to hh:mm)	17:30 to 18:00
Venue:	SOE GSR 3.11
Meeting Chairperson	Tan Rui Jia Noelle

1. Meeting Agenda

- (a) Midterms Review
- (b) Video & Poster

2. Attendance**Name [Absent/Present]**

Bie Ya Qing [Present]

Low Wen Guang [Present]

Sebastian Kiran Joy [Present]

Tan Guo Hao [Present]

Tan Rui Jia Noelle [Present]

Victor Lee Hong Zhi [Present]

3. Discussed Content**Topic**(a) Midterms Review

- a. What we're claiming as our X-Factor is not sufficient. More analytics need to be done for the finals. This is where organisers will benefit the most.



- b. Form elements are fixed, cannot add new types – something we can improve on
- c. Phone number is not validated in the mobile app. It should be, along with email.
- d. Possible?: Check participants' presence before the lucky draw based on the geo-fences. Once every 10 min to check if it is still in the geo fence and send to the server.
- e. Meet Prof Ben and Fiona to ask them what they expect for analytics during poster day
- f. Pointer: Laser should not be profusely used during the presentation

(b) Video & Poster

- a. Video: Role play with animation (Organizer's problem and happy customers...) with analytics (Happy theme and funky music)
 - i. Showcase analytics on the day itself. End with strong points.
- b. Poster: Portrait instead of landscape
 - i. Add in screenshots of our application, problem and what the app provides. Technologies used, make it informative and eye catching.

4. Next Meeting	
Date of Meeting: (Day Month Year)	21 March
Time: (hh:mm to hh:mm)	16:30 to 17:00
Venue:	SIS GSR 2.7



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5. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)

Description	Prepared by	Due Date

Minutes Prepared By Low Wen Guang, Victor Lee Hong Zhi

Date 07 March 2014

Vetted and Edited By Tan Rui Jia Noelle

Date 07 March 2014