

**Date:** 19/02/2016  
**Time:** 1600 - 1630  
**Venue:** SIS MR 4-3

**Attendees:** Gauri  
Sin Xin Yee  
Tay Guang Wen  
Yap Wei Heng  
Lim Xin Yi

**Agenda:** 1. Updating Mok on our work so far  
2. Feedback from Mok

	<b>Task/ Description</b>	<b>Person-in-charge</b>	<b>Due Date</b>
1	<u>Advice from Mok:</u> <ul style="list-style-type: none"><li>• Feedback distil into a few main points and get Wilson's opinions before implementing.</li><li>• We met our X-factor target. We can say that we achieved much more than that.</li><li>• Ben Gan always ask about X-factor. Prepare and be ready to answer this question.</li><li>• Question: How configurable is your solution? Are changes easy to implement in future? Admin should be able to change content of information for functions that is easily configurable. Things that we can envisage that needs to be changed should be configurable.</li><li>• What is our value add to our sponsor?</li><li>• The use of our application is not mobile responsive. Then how come no application? Because it is the next phase for the sponsor</li><li>• Check with Wilson about social media</li></ul>	ALL	
2	<u>Mid-Term:</u> <ul style="list-style-type: none"><li>• For X Factor we can talk about the soft launch. Be sure to take some pictures, and can even include the minister thing.</li><li>• Planned VS Actual Timeline: There should be some documentation, and there can be some lessons learned.</li></ul>	ALL	
3.	<u>Deliverables:</u> <ul style="list-style-type: none"><li>• Send midterm presentation slides to Mok and he will review it.</li></ul>	Guang Wen	

The meeting was adjourned at 1700 hrs. These minutes will be circulated and adopted if there are no amendments reported in the next 24 hours.

Prepared by,  
Sin Xin Yee

Vetted and edited by,  
Tay Guang Wen