

Date: 03/12/2015
Time: 1730 - 1845
Venue: SIS MR 4-1

Attendees: Lim Xin Yi
 Sin Xin Yee
 Tay Guang Wen

Agenda: 1. Presenting our project outline
 2. Updating Mok on our work so far
 3. What should be changed
 4. Mok's advice for us

	Task/ Description	Person-in-charge	Due Date
1	Check with Wilson what is important for Eco Singapore and confirm our scope	Guang Wen	
2	Timeline: <ul style="list-style-type: none"> • A bit tight on time • PM should talk to Wilson, to review and decide what should be shifted to good to have functions. • Insert more user testing, schedule them after our functions are completed so testing can be done on functions that we complete. • Timeline is confusing for iteration, completion date and user testing dates. Make it clearer and more easily readable. • Iteration duration: 2 weeks is just nice, 3 weeks might be too long. • We should arrange to contact/meet Wilson once every 2 weeks for User Testing • User testing feedback format: New features/Feedback/His feedback • Time-box iterative, milestones are fixed. If they cannot be completed, dump it. • At the end of each time box, Wilson must see our progress and give us his feedback. Then we update and work from there. • Update Wilson on what to expect this and next iteration also. Any slippages, just update. 	ALL	
3	Questions to answer for Search module: <ul style="list-style-type: none"> • How to insert sponsors? If they can search sponsors • Are sponsors supposed to be part of events? • Clarify where we are supposed to put sponsors under? • Event organizations: same questions as for sponsors • Who inserts? Fixed database? Questions to answer for Rewards module:	ALL	

	<ul style="list-style-type: none"> Clarify with Wilson about the points for rewards What can be updated and how it can be updated? 		
4	<p>What is completed:</p> <ul style="list-style-type: none"> Admin module Social Media module Account module: Still facing issues with Twitter 	ALL	
5	<p>Supervisor's advice:</p> <ul style="list-style-type: none"> Find out why the speed is slow for Greenhulk, otherwise we might face problems for further progress. Whether we are to continue using this server or move somewhere else Do some preliminary tests to find out what is happening Consider hosting on our own cloud or Openshift Do testing on local PHP server then upload up online If it is not working out, inform Wilson to migrate from Greenhulk. For presentation: Host on local machine. Find out if the problem is Greenhulk's problem or school wifi problem with our connection <ul style="list-style-type: none"> For mid-terms: <ul style="list-style-type: none"> -Must clearly define what is done by us and what is given to us -Emphasize on the fact that we were not given documentation by the organization. -We spent a lot of time working and identifying the database and details 	ALL	
6	<p>Soft launch:</p> <ul style="list-style-type: none"> We should co-ordinate a soft launch date with Wilson. We can carry on developing. But the version 1.0 should be uploaded for users to try. Real users are good for our final presentation. Otherwise, our application will just be plain talk. Find a way to get feedback from real users, their feedback is very important. Feedback should be on usability and the whole application Ask Wilson if he wants that. Establish a way to provide feedback by users. Currently, there is no way for the users to contact the admin or provide feedback 	ALL	
7	<p>To do for Social Media Module:</p> <ul style="list-style-type: none"> Remove the hashtag field for the admin to avoid confusion Ask Wilson about his rationale for wanting the social media page What is the objective for the social media page? 	Gauri, Wei Heng	

	<ul style="list-style-type: none"> To give him suggestions based on his objectives, what he should do based on his objectives 		
8	<p>Things to note:</p> <ul style="list-style-type: none"> Show Mok updated timeline for our progress Mok will be away from 16-27 Dec. Arrange meeting with him before 16 Dec and another meeting with him after 27 Dec. 	Guang Wen	

The meeting was adjourned at 1845 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