

**Final Year Project
Meeting Minutes**

Meeting Information	
Date:	27 th June 2014
Time:	1000
Venue:	Singapore Management University

Attendees:	<ol style="list-style-type: none">1. Jong Hyeok Lee2. Benjamin Chan3. Joel Woo4. Lavinia Tay
Absentees:	NIL
Meeting Agenda:	<ol style="list-style-type: none">1. Update the client, Mr Low Chin Chau on the team's progress & requirement changes2. Go through requirement document & iOS hi-fi prototype3. Discuss on server deployment, preparation for live data gathering and statistics

Task Assignment		
1.	Jong Hyeok, Lavinia	Addition of adding agency function to be considered as a good to have non-core function. Deployment server will be switched from current server to sponsor-provided server.
2.	Benjamin	Implementation of annotation function will be changed after discussion with the sponsor.
3.	Joel	Requirement document, project schedule and scope to be updated based on discussion and sponsor's feedback
4.	Team	Preparation for live deployment and acceptance, including stakeholders and resources arrangement, as well as statistics and measurement of project success. These include

The meeting was adjourned at 1200. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Joel Woo

Vetted and edited by,

Lavinia Tay