



TEAM HEI

TEAM MEETING MINUTES 19, 17 MARCH 2015

Subject:	Minutes 19
Date:	17 March 2015
Time:	1.00 pm
Venue:	SMU Library, Project Room 2-5
Secretary:	Kong Yu Ning

Attendees:

1. Chester Chiew Wei Hong
2. Jasmine Lin Qianru
3. Keith Tan Xiang Wei
4. Kong Yu Ning

Meeting Agenda:

1. Progress Update from programmers
2. Outstanding work and development
3. Pitch Video
4. Poster
5. MOM Meeting
6. Final Presentation Date
7. Wiki Updates
8. Presentation slides for Final Presentation

Planned Agenda

- 1. Progress Update from programmers**
 - 1.1.** Chester mentioned that he is still in the midst of tackling the recipient function as well as the upload button
 - 1.2.** Jasmine updated that she is almost done with the landing page
 - 1.3.** Keith mentioned that he has successfully revamped the entire dashboard UI
- 2. Outstanding development & testing work**
 - 2.1.** Yu Ning would be responsible for developing the FAQ, as well as the aggregated analytics
 - 2.2.** Chester was tasked to settle the scheduled delivery and report, and the upload button
 - 2.3.** Jasmine was tasked to complete the landing page after consulting Keith. Also, she

has to perform a testing session after everyone is done with their parts.

3. Pitch Video

3.1. The team decided to film the video using cut out papers

3.2. The plot of the video has to focus on the problem statement. Chester was tasked to provide the scenario for the video.

3.3. Shooting date of the video would be on the coming Friday right after the MOM meeting

4. Poster

4.1. For the poster, Yu Ning is required to provide the content for Keith to design the poster

5. MOM Meeting

5.1. The team decided to meet at Chester's house at 9am before the MOM meeting to prep for the meeting

6. Final Presentation Date

6.1. The team decided on the following date (in order of preference) for the Final Presentation: (1) 15 April (Thursday), (2) 14 April (Wednesday), and (3) 16 April (Friday).

7. Wiki Updates

7.1. Yu Ning is to continuously update the wiki every now and then

8. Presentation slides for Final Presentation

8.1. Yu Ning suggested that the storyboard in the Final Presentation should be further improved, and the team agreed.

Action Items:

Task	Member in-charge
Aggregated analytics, and FAQ	Yu Ning
Poster content	Yu Ning
Upload Button, schedule report and delivery	Chester
Video plot	Keith
Landing Page & Testing	Jasmine

The meeting was adjourned at 3.00 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Kong Yu Ning

Vetted and edited by,

Keith Tan Xiang Wei