



Internal Meeting

Date	19 April 2016
Time	2:00 pm – 7:00 pm
Venue	SMU Library GRS 4-18
Attendees	Tan Ai Xin Clinton Ang Samantha Ng Lim Zi Ling Joanna Tan
Absentee	-
Agenda	1. Team Progress 2. Redefine project scope 3. List of questions to ask

AGENDA

No.	Task
1.	Team Progress <ul style="list-style-type: none">• Team discuss about the technical complexity of each feature once again after interviewing Stella (CM), Chantel (CM) and Derric (PA).• Team discuss about the requirement gathering result<ul style="list-style-type: none">➢ Team list out the fields for the different feature and access rights accordingly.• Team also discuss on front UI/UX to prepare for paper prototyping + preparation for high-fi<ul style="list-style-type: none">➢ Paper prototype on the different view for the different access rights.➢ Refine the content/details that the user want.
2.	Redefine project scope <ul style="list-style-type: none">• The last interview session with the different stakeholders was held on 4th April 2016 to discuss in depth about the access rights, fields and features that they want.• Description of features/functions and access rights are documented in a excel file.
3.	List of Questions to ask <ul style="list-style-type: none">• To ask Susan and Derric to give a list of administrator name and email• Can another RC view or edit other RC stuff?• Is there any format template when they want to email and notify resident on the case or can they just reply on a case by case basis?

	<ul style="list-style-type: none"> • Do they have any template for pdf (send to specific agency) • If the feedback not handled by the RC personnel, should volunteers or PA staff be liable in forwarding the feedback to the respective agencies after the feedback is being captured? • Should the PA need to send to multiple agencies, what should be the appropriate and preferred way.
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ACTION ITEMS

Action Items	Person Responsible	Deadline
Do up the project scope and refine the list questions to ask stakeholders in next meeting	Tan Ai Xin and Lim Zi Ling	2 May 2016
Draw the other diagrams (e.g. use case, workflow, as-is, to-be and etc)	Tan Ai Xin and Lim Zi Ling	2 May 2016
Show the detailed paper prototype	Samantha Ng	22 April 2016
Research on the technical component and create ER diagram	Clinton Ang and Joanna Tan	2 May 2016
Prepare slides for next week meeting and set meeting dates with different stakeholders	Tan Ai Xin	20 April 2016

Prepared by Tan Ai Xin

Vetted and edited by Lim Zi Ling