



Sponsor Meeting

Date	1 February 2016
Time	10:00 am – 12:00 pm
Venue	SIS GSR 2-3
Attendees	Nicholas Soon (Sponsor) Tan Ai Xin Clinton Ang Samantha Ng Lim Zi Ling Joanna Tan
Absentee	-
Agenda	1. Introduction to project 2. Framework

AGENDA

No.	Task
1.	Introduction to project <ul style="list-style-type: none">• Project idea – to build a centralized system to track residents' needs and offer social or health assistance along the way.• Target market – Residents, mainly the elderly• Users – volunteers (but limited information), staff and MP• Nicholas shared that the application will include:<ul style="list-style-type: none">➤ Resident Directory: Database that stores the information of families staying in the constituencies and their demographics. Currently, they are only using excel to track and record feedbacks and status of the case. Hence, they would prefer an automated system to help them track such data and a Google Map directory for better visualization of the location. Example:



- House Visit Management: track each visit and follow up by VVOs or agencies. Can have a status button to indicate if visiting is complete or on-going.
- Program and Events Management – able to track the events created/social programs created and have residents invited into the programs to engage them. Could make it like an calendar management, example:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27	28	29	30	31	1	
	Petunia Redux Tres <small>1 task / 0 hrs</small> Petunia Web Redevelopment Project <small>2 tasks / 0 hrs</small>	Petunia Web Redevelopment Project Site Launch	Petunia Web Redevelopment Project <small>2 tasks / 3 hrs</small>	Petunia Web Redevelopment Project Design complete		
3		4	5	6	7	8
Petunia Web Redevelopment Project <small>2 tasks / 11 hrs</small>		Petunia Web Redevelopment Project <small>1 task / 12 hrs</small>				
10	11	12	13	14	15	16
	Design meeting at Petunia offices @ 7:00am			Follow up on design feedback if we haven't received it yet.		
17	18	19	20	21	22	23

- Grassroots Leaders and Volunteer Assignments – assign the specific leaders and volunteers to the residents for activities and programs.
- Scheduling and Calendar functions – track house visit, events or activities.
- Predictive Analytics and Reporting – report house visit, events or activities success rates. Percentage of residents engaged and not engaged. User may be able to download the final report via the application.
- As the project aims at assisting grassroots leader in recording their interactions during house visits, Nicholas requested that the application would be mobile responsive to cater to the use of tablets.

2.

Framework

- Java or C# for both backend and no preferred platform for frontend development. However, UI must be responsive for most devices/gadgets.
- Security is an issue. Data must be kept confidential.
- Use of MySQL for database.
- Initial stage of deployment: build it from cloud, Microsoft AZURE.
- Chances of going for live deployment is high

	<ul style="list-style-type: none"> • However, as this is a proof-of-concept, the project will not be continued on in other CCs.
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ACTION ITEMS

Action Items	Person Responsible	Deadline
Research on the backend technologies	Joanna Tan, Clinton Ang	11 February 2016
Research on frontend development technologies	Samantha Ng	11 February 2016
Planning for the things to prepare for Requirements Gathering	Tan Ai Xin, Lim Zi Ling	11 February 2016
Brief timeline	Tan Ai Xin	11 February 2016
Contact Prof to find out the possibility of deploying the application for this application	Tan Ai Xin	3 February 2016

Prepared by Tan Ai Xin

Vetted and Edited by Clinton Ang