



INTERNAL MEETING MINUTES

Iteration No.	2
Meeting No.	1
Date of Meeting: (Day Month Year)	14 October 2013
Time: (hh:mm to hh:mm)	15:30 to 18:00
Venue:	SOE GSR 3.11
Meeting Chairperson	Tan Rui Jia Noelle

1. Meeting Agenda

- (a) Pre – Iteration Planning
- (b) Requirements Gathering

2. Attendance**Name [Absent/Present]**

Bie Ya Qing [Present]

Low Wen Guang [Present]

Sebastian Kiran Joy [Present]

Tan Guo Hao [Present]

Tan Rui Jia Noelle [Present]

Victor Lee Hong Zhi [Present]

3. Discussed Content**Topic**

- a) Pre – Iteration Planning
 - Prototype for acceptance
 - i. Need to have both low (Clickable) and high fidelity (Hardcopy)



- FYP Proposal to be submitted
 - Review Project Requirements
 - i. Postpone to after Mentor Meeting 1
- b) Requirements Gathering
- Questionnaire
 - i. Target Audience
 - 1. School Offices
 - 2. OCSP Leaders
 - 3. Student groups executives and management
 - 4. Students
 - ii. Format
 - 1. Survey
 - iii. Total target number of respondents: 150 minimum
 - iv. Start Date: 15 October 2013
 - v. Stop advertising: 19 October 2013
 - vi. Execution Plan
 - 1. Blast online (i.e. Facebook)
 - 2. Email to student excos
 - 3. Approach Face to face during lesson breaks
 - vii. 1 x \$20 CapitaLand voucher during lucky draw
 - Run through questions for both surveys and fine tune delivery format

4. Next Meeting	
Date of Meeting: (Day Month Year)	17 October 2013
Time: (hh:mm to hh:mm)	13:00 to 15:30
Venue:	SOB GSR 2.11



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5. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)

Description	Prepared by	Due Date
Blast Questionnaire to all discussed platforms	ALL	15 October 2013
Prepare Slides for Mentor Meeting 1	Noelle	17 October 2013

Minutes Prepared By Low Wen Guang, Victor Lee Hong Zhi

Date 14 October 2013

Vetted and Edited By Tan Rui Jia Noelle

Date 14 October 2013