



Date	25 February 2016
Time	11:00 am – 1:00 pm
Venue	SMU SIS SR 3-3
Attendees	Tan Ai Xin Clinton Ang Samantha Ng Lim Zi Ling Joanna Tan
Absentee	-
Agenda	1. Redefine project scope 2. Team Progress

AGENDA

No.	Task
1.	<p>Redefine project scope (not finalized yet)</p> <ul style="list-style-type: none"> • These are the extra features mentioned by Susan and Derric but 2 more meetings will be conducted to gather more feedback from other stakeholders. • Primary <ul style="list-style-type: none"> ➤ CRUD User profile <ul style="list-style-type: none"> ❖ Login/Logout ❖ Password Reset ➤ Resident details module <ul style="list-style-type: none"> ❖ Resident demographics ❖ Family demographics ❖ Feedback/Complain ❖ Follow ups from the last visit ❖ Status of the case (closed or open) ❖ Email/SMS send to residents on the issues resolved ➤ House Visit Management (Summary of entire constituencies) <ul style="list-style-type: none"> ❖ VWO visit and follow-up ❖ Visiting Details/Information ❖ Track Feedback – retrieve past visit information of residents ❖ Send feedback to specific agencies (town council) ❖ Categorization and prioritization – categorize issue to sort cases/Feedback (for easy retrieval) ➤ Scheduling and Calendar function

	<ul style="list-style-type: none"> ❖ Track each visit/events/activities/status ❖ Automatic email reminder for agencies who missed the email ➤ Data security <ul style="list-style-type: none"> ❖ Restrict access control for different users, close browser auto clear cache/cookies ➤ Data Storage <ul style="list-style-type: none"> ❖ Different sources to upload. Example: details of resident from comcare and passion card holder. • Secondary <ul style="list-style-type: none"> ➤ Programs and Events Management <ul style="list-style-type: none"> ❖ Details of events ❖ Number of participants ❖ Assign volunteer to residents ❖ Send SMS on upcoming events reminder for residents and volunteers involved ➤ Analytics <ul style="list-style-type: none"> ❖ Report house visit success rate ❖ Event/Activity attendance rate ❖ Percentage of engagement and program effectiveness • Tertiary <ul style="list-style-type: none"> ➤ Resident location (Graph representation) • Good to have <ul style="list-style-type: none"> ➤ PDF attachment <ul style="list-style-type: none"> ❖ User able to download feedback for the particular organization to read ❖ Able to allow chairperson to signoff after downloading the document ➤ Log sheet of user history with timestamp (last modified date) ➤ User able to key in own feedback <ul style="list-style-type: none"> ❖ Able to allow resident to submit their feedback using the application instead of going down to the community center to share their problems with the CC staff.
2.	<p>Team Progress</p> <ul style="list-style-type: none"> • Team discuss about the technical complexity of each feature. <ul style="list-style-type: none"> ➤ SMS will only contain text message and email could contain text + rich media data such as images. ➤ Prevent loss of information – make sure there is a consistent format in uploading information by user ➤ Multiple people accessing and uploading files – probably could only allow a user to access at one time while using bootstrap feature ➤ How to show resident’s details dynamically ➤ Log sheet of users modifying information and accessing the account (track of usage with timestamp)

	➤ Image capturing from web application – research on the way how application such as Facebook allow user to upload their images
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ACTION ITEMS

Action Items	Person Responsible	Deadline
Do up the project scope	Lim Zi Ling	28 February 2016
Refine the prototype	Samantha Ng	28 February 2016
Research on the technical component for each feature	Clinton Ang and Joanna Tan	1 March 2016
Prepare slides for next week meeting and project plan	Tan Ai Xin	28 February 2016

Prepared by Tan Ai Xin

Vetted and edited by Lim Zi Ling