**Meeting Agenda**

Date: 27 Feb 2013

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| Issue Tracking**Assigned*** Matching of Questions (ID: 39)
* What fields are going to show up in the Empact profiles? (ID: 45)
* Volunteer Management – What action buttons do you want to see in the Volunteer Management tabs? (ID: 49) (See diagram 1)
* Volunteer Management – What statuses do you want to see for each volunteer who is currently accepted and signed up? (ID: 50) (See diagram 1)
* Match Algorithm to be refined (ID: 52)
* Handing over of System (ID: 53)
* Should the website of the NPO be a compulsory field in the NPO profile? (ID: 55)
* Exporting of search results (ID: 56)
* How does Empact want the NPO management page to look like? (ID: 57)
* Profile Picture – Where do we upload the picture to? (ID: 59)
* NPO – Can NPO change their own organization name? (ID: 60)

**Completed*** Volunteers are able to edit their own skillsets (ID: 47)
* What does Empact want to do with the “Other Languages” field? (ID: 48)
* Task Review - Require clarification for the status of the task when volunteer reviewer has submitted and is in progress of review by Empact staff (ID: 51)
* NPO would be able to see another NPO (ID: 54)

**In Progress*** Name of Application (ID: 17) – Name: Volunteer Matching System (Waiting for Competition)
* Question – Matching of Question (ID: 39)

**Open*** What is the review of the task when it is accepted? (ID: 61)
* User Manual – What user manual does Empact wants? (ID: 62)
* Documentation – What documentation does Empact want? (ID: 63)
	+ What information is needed to maintain the system
* Exporting of Data – What data does Empact want to export for their volunteers, NPOs, staff, task and questions? (ID: 64)
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| Project Status* Iteration 11/13
* 2 Weeks – 24/02/2013 – 10/03/2013
* Focus:
	+ Finish up Volunteer Record
	+ Finish up the Feedback Form
	+ Change server host
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| Next Iteration |
| Preview for Iteration 11 (24/02/2013-10/03/2013)* Deployment – Depends on results from User Testing 2
* Development:
	+ Statistics
	+ Dashboard
	+ Complete Volunteer Record
	+ Complete Feedback Form
* User Testing 2

Preview for Iteration 12 (11/03/2013-24/03/2013)* Development:
	+ Email Notifications
	+ Any improvements to make
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| Project Issues* Technical Documentation
	+ Get a technical documentation that is being put together
* Handing Over of Project
	+ Process of Handing over the Project
	+ Sign off document of the User Acceptance Test - Functionality
* Deployment for Actual Test
	+ After the Feedback Form has been done
	+ After the Timesheet has been accounted for
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Diagram 1: Volunteer Management – Action Buttons (ID:49)



Diagram 2: NPO Management



* List of issues that are to be met must be shared