**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) |
| 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 |
| 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 |
| 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 |

Diagram 1: Volunteer Management – Action Buttons (ID:49)

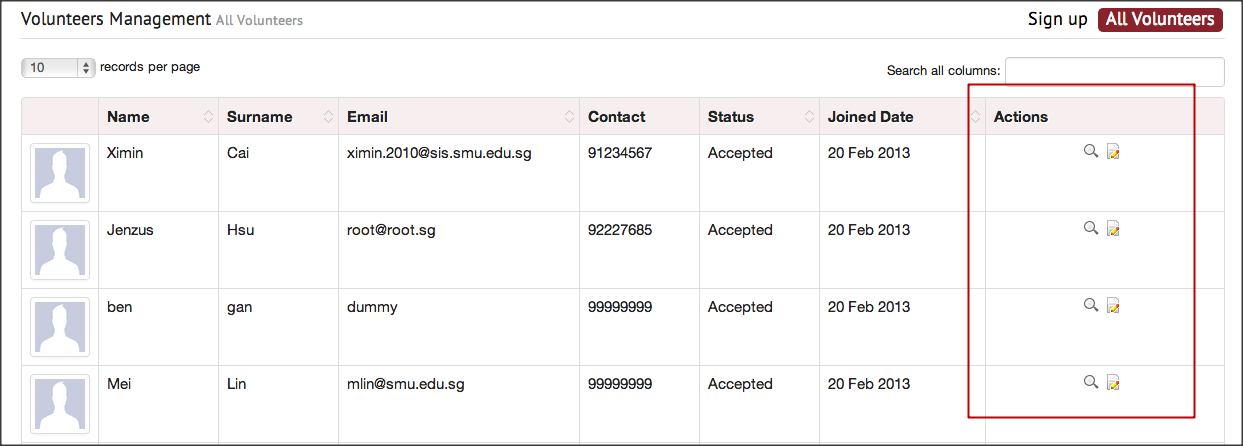
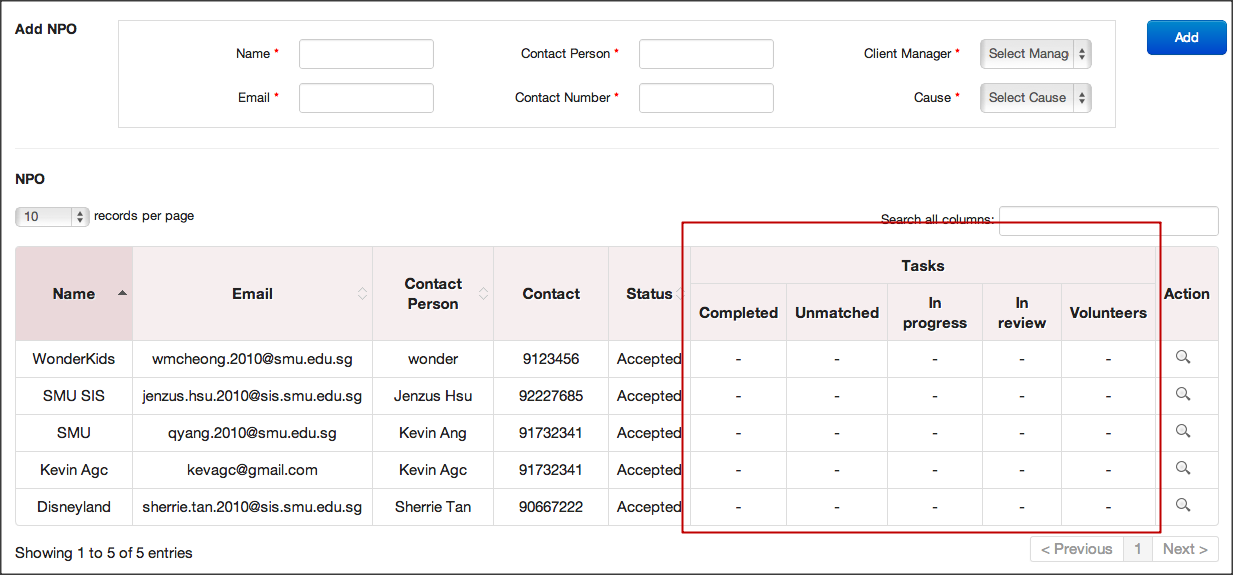


Diagram 2: NPO Management



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