



## Sponsor Meeting

<b>Date</b>	16 February 2016
<b>Time</b>	10:00 am – 12:00 pm
<b>Venue</b>	SIS GSR 2-7
<b>Attendees</b>	Nicholas Soon (Sponsor) Tan Ai Xin Clinton Ang Samantha Ng Lim Zi Ling Joanna Tan
<b>Absentee</b>	-
<b>Agenda</b>	<ol style="list-style-type: none"> <li>1. Stakeholders</li> <li>2. Team Progress</li> <li>3. Summary of Project</li> <li>4. Additional Requirements</li> </ol>

### AGENDA

No.	Task
1.	<b>Stakeholders</b> <ul style="list-style-type: none"> <li>• Identify the stakeholders <ul style="list-style-type: none"> <li>➤ Users</li> <li>➤ Product owner</li> <li>➤ People of Association</li> <li>➤ Constituency Director</li> <li>➤ Manager</li> </ul> </li> <li>• Meeting with stakeholders <ul style="list-style-type: none"> <li>➤ Venue: Bedok</li> <li>➤ Agenda: Project Requirement</li> <li>➤ To prepare survey questions to ask them</li> </ul> </li> <li>• Working hours for CC: <ul style="list-style-type: none"> <li>➤ 0830 am – 1000 pm, Monday to Sunday</li> </ul> </li> </ul>
2.	<b>Team Progress</b> <ul style="list-style-type: none"> <li>• To start development by 15 March 2016</li> <li>• House visiting is always in charge by RC and vice chairman will go with advisor (grassroots leaders) to meet the residents. PA staff will tag along as well. <ul style="list-style-type: none"> <li>➤ PA should be the one who handle the case</li> <li>➤ PA will need to support grassroots movement, they will finish up with</li> </ul> </li> </ul>

	<p>is undone and advisory will clean up.</p> <ul style="list-style-type: none"> <li>• Things to be done: <ul style="list-style-type: none"> <li>➤ Screen shots and user requirement</li> <li>➤ Documents and proposal</li> </ul> </li> <li>• UAT – 3 UAT in total [Before acceptance, before midterm and before finals] <ul style="list-style-type: none"> <li>➤ Real users cannot be the one who give us requirements</li> <li>➤ Training materials on how to use the system (dummy proof) for the user training admin (staff and managers) and volunteers.</li> </ul> </li> <li>• Build of material (BOM) <ul style="list-style-type: none"> <li>➤ Budget: Give a rough breakdown/estimate on how much to host from now till Dec</li> <li>➤ Microsoft server, SIAS and PAS System</li> <li>➤ Nicholas will get the user to fund for this</li> </ul> </li> <li>• Prototype <ul style="list-style-type: none"> <li>➤ Desired interface: Tablet of 8-9 inch, windows 10 tablet (HTML5)</li> <li>➤ Easier to manage as compared to android, have a lot of security issue for android so Windows is much preferred.</li> <li>➤ Cater to mobile phone is most crucial because user will want to be able to check schedule, calendar and other admin stuff</li> <li>➤ Laptop version for the admin staff</li> <li>➤ Tablet version for house visits <ul style="list-style-type: none"> <li>▪ Writing Recognition: Need to think of a better option than stylus so that people can get down the feedback given by residents</li> </ul> </li> </ul> </li> </ul>
3.	<p><b>Summary of Project</b></p> <ul style="list-style-type: none"> <li>• Record Management, data management or improve the way to input information <ul style="list-style-type: none"> <li>➤ Records such as residents details, needs and request</li> <li>➤ Need to capture information and arrange nicely so the data can be used for analysis</li> </ul> </li> </ul>
4.	<p><b>Additional Requirements</b></p> <ul style="list-style-type: none"> <li>• Development phase: Staging and production</li> <li>• Production Phase: Once user is comfortable with using the system, we can move on to do 2 – 3 rounds of house visiting using the system to show the reliability of the system.</li> <li>• Simple paper prototype for the stakeholders</li> <li>• Job scope alignment and details of the scope</li> <li>• Good summary of purpose and value of the project</li> </ul>

## ACTION ITEMS

Action Items	Person Responsible	Deadline
Do up the system/technology	Joanna Tan, Clinton Ang	16 February 2016

diagram and come up with budget for cloud		
Simple paper prototype and Brochure	Samantha Ng	16 February 2016
Have a more detailed documents for Requirements Gathering (project scope)	Tan Ai Xin, Lim Zi Ling	16 February 2016
Summary of purpose and value	Tan Ai Xin	20 February 2016
Detailed timeline, send the required documents and set a meeting data with Nicholas	Tan Ai Xin	16 February 2016

Prepared by Tan Ai Xin

Vetted and Edited by Clinton Ang