Date	23 May 2016
Time	7:00 pm – 10:00 pm
Venue	Kaki Bukit CC
Attendees	Mr Shamsul (Stakeholders – Advisor of Kaki Bukit CC) Susan (Stakeholders) Derric (Stakeholders) Brice (Stakeholders) Stella (Stakeholders) Tan Ai Xin Clinton Ang Samantha Ng Lim Zi Ling Joanna Tan
Absentee	-
Agenda	1. Advisor Goal and Concern 2. Minor change to requirements gathering

AGENDA

No.	Task

1.	**Advisor Goal and Concern**
	• How far can this project last?
	  ➢ Advisor is looking at the long term (5 to 10 years) down the road
	• They have an existing application and advisor ask can we integrate this system into our application.
	• Main concern: Security
	  ➢ This involve the data of 30K residents hence, security on cloud is very important.
	  ➢ He would hope the team could give him some assurance
	• Advisor would like to have a feel of the product. He would like to test it out and try.
	• Advisor is very keen on statistical reporting. He would like the system to be able to generate different types of reporting for him.
	• Here is a list of things that advisor would wish the system could have/do:
	  ➢ Able to capture engagement between staff/grassroot staff with residents.
	    ▪ House visit ➔ latest update of house hold, following up with

		previous issue.
		▪ To be able to record the achievement / things they learnt from residents.
		▪ Assistance aids that the resident has applied for.
		▪ To allow grassroot leader to capture residents' engagement
		✓ Resident buy ticket for events such as Chinese New Year, Birds Event, Plant Events and etc
		▪ Have different access rights for different types of user.
		✓ Some user will not have the full access
		✓ Level of layer must be there
		✓ Customized and controlled/proper procedures for better control.
		▪ When he key in "Tan Ah Seng" in the search, all engagement regarding this resident will be listed down. This is because if I have more data about them, I can serve the residents better.
		▪ ***Security of the cloud hosting**
		▪ Transfer information from their system to our system.
		✓ This is not captured in excel sheet.
		▪ Flexibility to allow him to:
		✓ Do Statistical Reporting: fix the current 6 reporting first. Will add in more down the road.
		✓ Expand it to 20 reports or more different types of report
		• Info like **Race** are very important, flexibility.
2.	**Minor change to requirements gathering**	• Would like to have a few more accounts for volunteers. They are only able to create feedback and not able to view details of the residents as it is confidential.

ACTION ITEMS

Action Items	Person Responsible	Deadline
To complete necessary functions for advisor to see	Samantha Ng, Joanna Tan and Clinton Ang	26 May 2016
Re-scope the functions	Tan Ai Xin, Lim Zi Ling	26 May 2016
Draft email to update stakeholders	Tan Ai Xin	25 May 2016

Prepared by Tan Ai Xin

Vetted and Edited by Joanna Tan