Final Year Project
Meeting Minutes

Meeting Information	
Date:	12thApril 2014
Time:	10 00
Venue:	SMU LKCSB 2-13

Attendees:	1. Pei Qin 2. Benjamin Chan 3. Joel Woo 4. Lee Jong Hyeok
Absentees:	1. Lavinia Tay (On exchange)
Meeting Agenda:	1. Introduce him to our two team members - Joel & Daniel 2. Show Mr Low the Wireframe for IOS and Web Application 3. Clarify on the specific feedback and agencies that we'll be working on

Task Assignment		
1.	Everyone	**Specific Feedback and Agencies:** He have discussed with Prof Gan, will talk to SMU people first. If target is on SMU, it will be student and professors. Agencies will be the estate management. **Additional Features** **Users -** Interest in user nearby, Trending **Agency -** Viewing of analytics of response time, No of cases appearances
2.	Joel, Daniel	Make the necessary changes to the ER Diagram based on the feedback gathered from Mr Low Note: Rails have certain naming convention. Is better to follow that for the ER Diagram (eg. Rails table name is always plural.)
3.	Pei Qin, Benjamin	Make changes to the wireframe for IOS and Web Application

	Everyone	**IOS**
		Location
		- Need to be precise (eg. Building, Level and Unit Number)
		   o GPS not very accurate. Perhaps have a textbox field to enable user to key in message for more detailed information
		   o Certain places have to be pre-populated if information is provided.

| | | o Indoor and Outdoor cases reporting might be different. Tackle the in-building first as it requires pinpoint accuracy.
o Slam Protocol: *iBeacon*
o Can research on *FourSquare* to see if there is any improvement to be made.

Dynamic Annotation
- Implement arrow to pinpoint image annotation at a later stage, can change colour etc
- Dot might not be apparent to users. Box and arrow are preferred (Static annotation preferred by sponsor, refer to app: skitch).
- Have an undo button to let user undo the arrow easily. [Overlay]
Image
• Select one image → crop and annotation → repeat for more photos
• Give user 2 options of reporting:
 1)upload image first("Take photo")
 2) report with options to post photo ("New report")
Change of "like"button
Creating the Feedback
- Can have 2 methods
 o Capture the image first.
 o Create the feedback [Image is optional.]

Additional Features *(Can consider)*
URL Schema: Calls external app and pass information to and fro. (Maps, Photo Edit, Embed Documents)

Analytics:
• Trending and popular post, monitoring the agencies so that they are responsive(faster turn-around time). Seeing of issues being reported in individual
• Have a tab for users to view popular and trending posts |
| | | **Web Application**

- Can consider using official bootstrap [bootstrap-sass]
- Research more on Ruby on rail toolkit.com [Take a look at rails 4.1]

Social Media Element
- Have Facebook API integration so that users can see and share what their friends have reported / commented. [Note: Not to breach Facebook Privacy Policy]

Registering An Account
Authentication keeps separate: Use SMS verification to authenticate |

| | | How post get approved?
By default: Post will be published immediately once user submitted an entry.
Other users have the ability to flag a certain post as inappropriate. When this happens, it will go into approval queue for administrator to review.

    a. Once administrator approves, the post will be re-published.
    b. If not, the post will be removed.

Agency Reply
- Through the use of HTML Editor that limit users to include only text. This is to ensure that the consistency in formatting. Pictures are uploaded separately into gallery.
- The preferred method would be to have image and text in one post. However, formatting has to be consistent.

Closing of Issue
- Original poster has the ability to close an issue.
- If the issue are resolved for more than 7 days, it will be closed automatically.

Resolving of Issue
- Users will be notified for any updates or issues flagged as resolved so that further actions can be taken |
| | OTHER NOTES | 5 watcher / follower
Do workflow of users and registration process
Allow users to report issues via web application? [Need to clarify with him?]
Separate Project wiki: Screen flow, project documents, design documents

Web App changes:

1. Filter feedback to view by location/area (To consider heat maps or drop pins to view other feedback that is reported by other users.)

Users have limited time span. How do we make the content fresh at the top of the list?

2. Lower priority - Analytics to be implemented on the next phase of project. E.g estate management might want to use the data to view most number of hit cases or common problems.

3. Higher priority - Users: popular, trending, feedbacks near me/my location or school, actively viewed or commented issues have priority to appear at the top of a user's wall |

		feed/list (*these are ways to view top posts*)
		Initial idea
		Multi-agencies: need to be able to narrow down items that apply to them. Can claim items. Admin with better knowledge can assign. What happens to issues that are not claimed and assigned?
		~~Users can tag agencies.~~ Administrators can review the feedbacks after sometime and tag the relevant agencies
		~~Agency can direct issues to other agencies.~~
		Testing: how to get users, agencies to try out deployed application?(In SMU test environment, user maybe stewards or users of the school facilities, while agencies are the various service department in school)
		Beta testing from users - will it be too late?
		Rails : database migration : can slowly add on.
	Everyone	Development(Hosting) - Use Digital Ocean Server(Free server) - To request the server from Ben Gan Requires two repositories - IOS and Web Application GitHub - Check if the free account is for public or private access

The meeting was adjourned at 1205. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,
Chua Pei Qin

Vetted and edited by,
Benjamin Chan