



INTERNAL MEETING MINUTES

Iteration No.	5
Meeting No.	1
Date of Meeting: (Day Month Year)	06 January 2014
Time: (hh:mm to hh:mm)	19:15 to 20:15
Venue:	Skype
Meeting Chairperson	Tan Rui Jia Noelle

1. Meeting Agenda

- (a) Pre – Iteration Planning
- (b) Review of Requirements
- (c) AOB

2. Attendance**Name [Absent/Present]**

Bie Ya Qing [Present]

Low Wen Guang [Present]

Sebastian Kiran Joy [Present]

Tan Guo Hao [Present]

Tan Rui Jia Noelle [Present]

Victor Lee Hong Zhi [Present]

3. Discussed Content**Topic**

- (a) Pre – Iteration Planning

- i. Due to Iteration 4's 1 week extension, this iteration has been pushed back by a

week

- a. Iteration starts today and should end on 19th Jan
- b. Iteration 6 thus starts on 20th and ends on 26th
- c. Iteration 7 onwards will not be affected – iOS officially starts then

ii. Iteration consists of the following functionalities

- a. Social Media Integration [Web & Mobile]
- b. Advanced Analytics [Web]
- c. Respond to Registration Form [Mobile]

iii. Development should end by 13th Jan

iv. Heuristic Testing on 17th Jan

(b) Review of Requirements

i. Social Media Integration [Web]

- a. Only for participants. Organisers must sign up for an account via the mainstream method

ii. Social Media Integration [Mobile]

- a. Preferred choice of login for mobile users/participants
- b. Publicly available data to be collected when Facebook login is used
- c. To prompt for user's permission before doing so

iii. Advanced Analytics [Web]

- a. Possible Input fields: Refer to Requirements Document on GoogleDocs

iv. Respond to Registration Form [Mobile]

- a. Easy to sign up for event, intuitive

(c) AOB

i. School officially starts tomorrow

ii. Remember to adhere to communication protocol and task deadlines



4. Next Meeting	
Date of Meeting: (Day Month Year)	13 January 2014
Time: (hh:mm to hh:mm)	17:30 to 19:30
Venue:	SOB GSR 1.1

5. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)		
Description	Prepared by	Due Date
Prepare SOP, execution plan and timeline for Heuristics Testing	Low Wen Guang	12 January 2014

Minutes Prepared By Tan Guo Hao, Victor Lee Hong Zhi

Date 06 January 2014

Vetted and Edited By Tan Rui Jia Noelle

Date 07 January 2014