SPONSOR MEETING 3

DATE	27/6/2017
TIME	1900 – 2030
VENUE	Sembcorp Building @ Hill St
ATTENDEES	Marcus Jazreel Shreyas
ABSENTEES	Jaren Jeryl Celestine
AGENDA	1. Feedback Gathered from Prototype

AGENDA

Item	Description	Action by

1	Feedback from Sponsors regarding prototyping
	
	- User mode does not require a "statistics" option.
	   o Proposed that the intro help guide be put as a replacement
	- For administrator, statistical information can be the following
	   o Number of travelers
	   o Number of SOS requests per given time frame
	   o Number of people in a certain area
	- Regarding the "Police" Button, the list of contacts should be placed in order of proximity to the user's geolocation, regardless of the type of entity (Emergency, Embassy, SembCorp Office)
	- Questionable if the chatbot should be placed as a key function within the home page ring
	   o Proposed that the normal chat and chatbot icons be swapped to suit the usage
	- Within the contacts window, the actual contact nmber is to be shown.
	- For the Administrator, An "Add News" function is to be added within the home page to facilitate quick addition of broadcast items.
	- Profile Details
	   o Include: Email, Phone Emergency Contact, Name
	   o Exclude: Date of Birth, Years of Service, Current Project
	- For SOS activation, the activation time should be displayed. Time should be shown according to the timezone of the administrator currently viewing.	

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| | - Display of the SOS activation in a different manner such that its easier for the admin to view and filter SOS requests.
    o Proposal to show a filtered view which the administrator can jump to.
- For Administrators, "assigned region" data should be stored so that the SOS activations can be routed to the respective administrators, irrespective of the administrator's location.
- Check-in function replace with always on – opt out feature, and redesign the check-in interface accordingly
    o Another filter can be possibly added to view the check-in/current locations
- During SOS Activation, interval prompts should be sent to ask the user to report being safe. One button "im safe" inside the SOS interface, with an interval based prompt
    o Admin side also must have a clear button to clear the SOS prompt count.
- Settings should have a toggle to change language between the 3 languages.
    o Language selection is to be prompted during the first run of the application.
- Statistics mainly non-application related statistics.
    o Number of travelers
    o Number of SOS requests per given time frame
    o Number of people in a certain area | |

The meeting was adjourned at 2030.

TASK LIST

Task	Action by
Information required by sponsors for steering committee meeting has to be sent by 28/02/2017	Shreyas
Upon receiving steering committee feedback, Hi-Fi Prototype 1 has to be developed.	Jazreel

These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Vetted by,
Shreyas

Vetted by,
Marcus

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