**Invenio Meeting Minutes 27/3/14**

|  |  |
| --- | --- |
| **Date:** | 27/3/2014 |
| **4Time:** | 1530Hrs |
| **Venue:** | School of Information Systems |
| **Attendees:** | Prof. Jiang LingxiaoBenjamin TAN Kei RongLOW Ren Jie Jen LIM Quan HengPearlyn NEO |
| **Absent with apologies:** | William CHUNG Wui Lun |
| **Agenda:** | 1. Update on Progress |

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Description** | **Overseen by/Remarks** | **Due Date** |
| 1. | **Update on Progress** * The team is at the final iteration. The tasks scheduled for the next phase is primarily to integrate, test, debug and to prepare for final presentation.
* User testing had begun at the partner company on 24th March. The testing will complete by 31st March
* UT to show impact of the app and to gather feedback for the next phase.
 | Remarks by: Pearlyn Neo |  |
| 2 | **Poster*** The poster is too wordy
* The team need to include x-factor in the poster
* There’s no need to list all the functionalities. Highlight the unique features to reduce the word count and use bullet points.
* Include more pictures and reduce the number of words.
* No need to show the whole app, but show the outline of the project in a demo at the next supervisor meeting.
 | Remarks by: Prof JIANG Lingxiao |  |

The meeting was adjourned at 5pm. The next meeting will be held on Thursday, 3th April 2014, 3.30pm at SIS.

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

Prepared by, Jen Low

Vetted and edited by, Pearlyn Neo