

**MENTOR MEETING MINUTES**

<b>Iteration No.</b>	2
<b>Meeting No.</b>	2
<b>Date of Meeting:</b> (Day Month Year)	06 November 2013
<b>Time:</b> (hh:mm to hh:mm)	10:00 to 10:30
<b>Venue:</b>	SOE SR 3.5
<b>Meeting Chairperson</b>	Victor Lee Hong Zhi

**1. Meeting Agenda**

- (a) Survey Results & Analysis
- (b) 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) Survey Results

- Number of Respondents

- i. May not be a big number, but give a reference point so it seems comparable



1. Take the number of events SMU organises, retrieve the estimated number of attendees – 100 respondents seems like a decent number
  2. So if 200 students attend an event in a month, 100 people is 50% of the population
- Survey Questions: Participants
    - i. Easy Register → Easy TO Register (for standardisation)
    - ii. To embark on suggested Calendar function should not be too difficult
      1. Simply export to .ics file
    - iii. Title “Shake to Talk” is not clear enough
    - iv. Functionalities inferred from Issues Faced at Events: At the least, 40% of respondents require them. At best, 60%
  - Survey Questions: Organisers
    - i. 100 CCAs, so having 50 responses from CCA leaders is like 50% of the population
    - ii. Question on payment
      1. Clubs and societies will pay for it because we have the data. It will be easier for them to get sponsorships. Hence, the data behind the idea is very critical
- (b) AOB
- Acceptance Slides Run Through
    - i. Will be good to throw one or two neutral questions (non-beneficial to the project) to give a better view of possibilities of improvements in the market
    - ii. Don't just look only on the good side, but give a glimpse of the bad. But always have reasons and answers for any potential questions.
    - iii. Include something that mentions potential market size
    - iv. Real numbers & statistics – Find out how 'big' the business can get
  - Prototype Demo



4. Next Meeting	
<b>Date of Meeting:</b> (Day Month Year)	20 November 2013
<b>Time:</b> (hh:mm to hh:mm)	10.30 to 11.30
<b>Venue:</b>	TBC

5. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)		
Description	Prepared by	Due Date

**Minutes Prepared By** Low Wen Guang, Tan Guo Hao

**Date** 06 November 2013

**Vetted and Edited By** Tan Rui Jia Noelle

**Date** 06 November 2013