



INTERNAL MEETING MINUTES

Iteration No.	7
Meeting No.	6
Date of Meeting: (Day Month Year)	26 February 2014
Time: (hh:mm to hh:mm)	17:30 to 18:30
Venue:	Cathay Saizeriya
Meeting Chairperson	Tan Rui Jia Noelle

1. Meeting Agenda

(a) Midterms Review

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) Midterms Review

- a. What Prof Alan mentioned
 - i. X-Factor: Analytics needs to be more hard core
 - ii. Email should be validated



- iii. Do a mock run of poster day for finals demo
- iv. If possible, scan to see if people are still around the area before a lucky draw is done
- v. Lessen the use of a laser pointer.
- vi. To meet up with Prof Ben and Fiona to ask how they would like to run poster day with our application
- vii. Video to be done up with happy music. Viewers need to know what we are solving and how are solving it. Showcase analytics on the actual platform. End of with a bammm!
- viii. Poster – portrait orientation. Needs to encapsulate the problem and solution. Include technologies used. Must be informative and capture people's attention.

4. Next Meeting	
Date of Meeting: (Day Month Year)	27 February 2014
Time: (hh:mm to hh:mm)	19:00 to 20:00
Venue:	SOB GSR 2.4

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

Minutes Prepared By Low Wen Guang, Victor Lee Hong Zhi

Date 26 February 2014

Vetted and Edited By Tan Rui Jia Noelle

Date 27 February 2014