**Supervisor Meeting Minutes**

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| **Date** | 5/9/12 |
| **Time** | 2.30pm – 3.15pm |
| **Venue** | Prof Gan’s Room |
| **Attendees** | Siew Lin  Lin Yukai  Ng Sing Lim  Melissa Tian Pei Shi  Chan Zi Jun |
| **Absentees** | None |
| **Minute Takers** | Siew Lin |

**Agenda**

1. Discussion of Project Scope
2. Discussion of X Factor

**Notes for Meeting**

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| S/N | Topic | Discussion Details | Actions By |
| 1 | Discussion of Project Scope | Storyboard   * For areas that is not controlled by us, either remove the portion or state it in the storyboard * Make sure to understand which functions are done by us   Project Scope   * Discuss with the company to see how the mobile web is going to interact with the native application * My Memories : which component will be done by the company   Acceptance   * Preferably to do up a portion of the additional functionality to show the major component of the project | Note to All |
| 2 | Discussion of X Factor | How to think of X Factor   * Beyond the scope the company has given us, how do we further make the function more receptive to users? * Areas that can be considered: Technical Aspect, Complexity, Usability, User Testing * Team has to determine which functions should be in the native application | Note to All |
| 3 | Wiki Page | * Include a Dashboard * Update regular milestone in homepage | Note to All |

**To Be Done**

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| --- | --- | --- | --- |
| S/N | Description | Actions By | Deadline |
| 1 | To brainstorm for X factors for our project | All | 11/9/2012 |
| 2 | Do up homepage in wiki | Zi Jun and Melissa | 7/9/2012 |

Done By: Siew Lin

Vetted By: Sing Lim