

SPONSOR MEETING 1

DATE	15/5/2017
TIME	1900 - 2030
VENUE	Sembcorp Building @ Hill St
ATTENDEES	Celestine Jaren Jazreel Marcus Shreyas
ABSENTEES	Jeryl (Emix Training)
AGENDA	<ol style="list-style-type: none"> 1. Information regarding tooling and acquisition 2. Expansion of project scope details and functionality 3. Understanding current system in place for crisis management 4. Identifying and detailing current stakeholder groups 5. Understanding Risks associated with current stakeholders 6. Informing of deadlines with regards to IS480 Project.

AGENDA

Item	Description	Action by
1	Tooling to be used : Microsoft Visual Studio + Microsoft Xamarin <ul style="list-style-type: none"> - Multi OS (iOS, Android, WM) Development Tooling - Xamarin.Forms cross platform UI Toolkit for Multi OS Test Cloud (if necessary) <ul style="list-style-type: none"> - Required for rolling out to mass market - Acquisition TBC as budget needs to be secured can use physical devices for testing (more likely)	
2	Broadcasting (Admin) <ul style="list-style-type: none"> - based on external (ISOS, XML String Broadcast) and Internal (admin) triggers - ISOS broadcasts have to be hosted on server - Location Based Notification Scaling <ul style="list-style-type: none"> - Those currently in the location - Those with travel plans (personal/business) to the location - All Employees (Travelling/General) - Notification based on varying severity (?) - Notification with varying emergency colour codes (?) 	

	<ul style="list-style-type: none"> - Push Based Notification <p>Quick Access to Contact Emergency Numbers (call/sms) (User)</p> <ul style="list-style-type: none"> - Based on Location Emergency Services - Local Sembcorp office if applicable <p>Chat/Group Messaging (Admin + User)</p> <ul style="list-style-type: none"> - Similar in nature to WhatsApp Messaging - Photo sending capability - Quick Group Formation w/ pre-loaded contact selection <ul style="list-style-type: none"> - Business Continuity Management (BCM) Team as a standard party - Ad-Hoc group creation will still be allowed - All messages are logged to server - Message transmitted through secure connection - Geolocation tracking for photos that are sent <p>Ping for Safety</p> <p>Voluntary Check - In of location (User)</p> <ul style="list-style-type: none"> - One-Tap check in (?) <p>Role Based Access Control (RBAC) Modification (Admin)</p> <ul style="list-style-type: none"> - User registration and hosting based on backend servers - Location based tracking, <p>Call Tree</p> <ul style="list-style-type: none"> - <p>UI Design Specifications</p> <ul style="list-style-type: none"> - Must adhere to corporate colour scheme of blue, green and orange - Each functionality should have no more than 3 screens - Default page to be chosen, suggestions: <ul style="list-style-type: none"> - Check-In Location - Emergency Call (user) - Broadcast page (admin) - Responsive design, similar code base to show on desktop <p>Development Specifications</p> <ul style="list-style-type: none"> - Developed application must be low power and data consuming - Application will be available for download through the corporate App Store - Focus on mobile development, Adapt to desktop - All error logs must be stored to server - Development uses SOA as an architecture - Multilingual Support <ul style="list-style-type: none"> - English - Simplified Chinese - Spanish <p>Data Analytics</p> <ul style="list-style-type: none"> - Tracking and analysis of post crisis data to implement predictive and prescriptive solutions. <p>Possible X Factor</p>	
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	<ul style="list-style-type: none"> - Leverage on Wearable Technology <p>One-Touch SOS/Safe Indication</p>	
3	<p>Current system involves</p> <ul style="list-style-type: none"> - Soft Copy issue of ISOS warnings and contact details <p>Usage of WhatsApp as a means of communication</p>	
4	<p>Current Stakeholder Groups</p> <ul style="list-style-type: none"> - Sponsors <ul style="list-style-type: none"> - Board Risk committee - User Groups <ul style="list-style-type: none"> - Employee - Administrators - BCM - Advisors <ul style="list-style-type: none"> - IS480 Supervisor - Sembcorp Group HSE (S stands for safety) -- in charge of safety & environmental - Group Risk -- inspection, make sure safety protocol adhered to - Group HR -- employee safety <p>Group IT -- for the application & all associated IT aspects</p>	
5	<ul style="list-style-type: none"> - #1 risk – potential lack of use because employees do not see the point of the application, too buggy to use, difficult etc - Dependency on data connection/Wi-Fi and phone signal - Privacy of location data, data anonymity - Misuse of user to report low risk crises – possible chatbot/confirmation - Infrequent Updates done by the user - Technology Compatibility issues in terms of OS and Features. - Failure to download application 	
6	<p>Clients were informed of the rough scheduling with regards to IS480 deadlines.</p>	

The meeting was adjourned at 2030.

TASK LIST

Task	Action by
Prepare/plan for next internal meeting	All

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

Vetted by,
Shreyas

Vetted by,
Jeryl