Date: 30/1/2016
Time: 1200 – 1330
Venue: SIS GSR 2-3

Attendees: Gauri Bhatnagar
Tay Guang Wen
Yap Wei Heng
Lim Xin Yi
Sin Xin Yee

Agenda: 1. Progress Update
2. What needs to be done before Soft Launch

	Task/ Description	Person-in-charge	Due Date
1	Progress Update: User Actions: • User's action is now being displayed but a bug has been discovered where only one action from the user is being displayed. • Still looking into how to do the filtering option. Soft Launch: • The first soft launch will be held on 2 February at Balestier Hill Secondary School. • Xinyee and Xin Yi will be present and they will be taking down observations. Pledge Module: • Pledge button has been created on our test environment, but the functionality has not been implemented. Statistics: • It has been changed to circles • Still need to include overall statistics of all users. Reward Redemption: • Yet to be displayed correctly, and yet to be categorized. User Testing: • Wilson has gone through the web application and is giving us feedback so that we can work on it before the soft launch.	Xin Yee Xin Yi Guang Wen Guang Wen Xin Yi	
2	Things to clarify with Wilson: • Confirm the dates for the soft launch		
3	Feedback received from Wilson: 1. Event Header has to be centralized. 2. For the About Us page, the texts should be placed in green boxes.		

| | | 3. For the links in the footer, they should be changed to look similar to that of the About Us page
4. The links included in the events details should be clickable, as well as the links found in other pages on the web application.
5. For events, include a new field to include "For more information:"
6. For events, include a new field to include "Start Time" and "End Time".
7. Consistency of all the "x" close buttons.
8. For events, the alignment of the image should be in line with that of the text.
9. When the user is already logged in and has not logged out, when they visit ecoleaders.sg, they should be redirected to the my_account page. | | |

The meeting was adjourned at 1330 hrs. These minutes will be circulated and adopted if there are no amendments reported in the next 24 hours.

Prepared by,
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Vetted and edited by,
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