

Date: 11/12/2015
Time: 1600 - 1700
Venue: SIS MR 4-6

Attendees: Lim Xin Yi
 Sin Xin Yee
 Tay Guang Wen

Agenda: 1. Sharing our updated timeline
 2. Updating Mok on our work so far
 3. Mok's advice for us

	Task/ Description	Person-in-charge	Due Date
1	Co-ordinate soft launch date with Wilson. Does not have to be fully operable but	ALL	
2	<u>Timeline:</u> <ul style="list-style-type: none"> • Use the current timeline and stick to it. • Include usability testing into our timeline, between iteration 5 & 6 • By Iteration 7, most of the functions should be completed. • Include soft launch date in timeline, considered milestone. 	Guang Wen	
3	Questions for Rewards module last meeting: <ul style="list-style-type: none"> • Clarify with Wilson about the points for rewards • What can be updated and how it can be updated? Answers: <ul style="list-style-type: none"> • Values and formulas are hard coded • Ask Wilson how often it will be updated. If it is going to be changed once in ten years, no point. Easy to update and change if it is going to be updated frequently. 	ALL	
4	<u>Soft launch</u> During midterms, to mention soft launch date is scheduled to be when (date), who the users are and what is expected. Ask Wilson what is his target group size and the rough idea of how many concurrent users (logging in/viewing at the same time) to expect so we know the load to handle. Check with Greenhulk how many concurrent users that they are able to handle for the website to ensure website can handle the traffic. Can consider including counter at the website to track the number of users to the website. <ul style="list-style-type: none"> • Counter for each module • Be able to understand users are visiting which part of your application for what purposes? • Cater better to your users' needs and requirements 	ALL	
5	Mok advice and suggestions on how to get	ALL	*find out which school

	<p>feedback from real users after the soft launch?</p> <ul style="list-style-type: none"> • Survey to understand their experience but might not be able to get responses • Make ourselves present during soft launch and grab a few users to find out more • Find users from his target group (15-25 year olds) to do usability testing, use their feedback to improve our soft launch. It will help to improve our mid-term grading. • Give allowance to apply feedback collected to improve our work before mid-term 		he is doing the soft launch at, understand target group
6	<p>Mok suggested that we should include lesson learnt on Project Management:</p> <ul style="list-style-type: none"> • Examples of how we compromise due to differing expectations of team and sponsor • Show how we made the compromise and made it work • What we learnt from handling the compromise and sponsor 	ALL	
7	<p>Social Media module UI/UX:</p> <ul style="list-style-type: none"> • Wilson wants the social media to be displayed in circles. Each tweet/post is a circle each. • We need to find out a beautiful way of displaying it • The team is not very agreeable with it. Need to find a way to compromise and make it ok for all. 	Gauri, Xin Yee	
8	<p>Admin matters:</p> <ul style="list-style-type: none"> • Include contact/communication sessions with Sponsor • Indicate points discussed and what is updated • Screenshot • Remember to document database as we progress so we can pass it to Sponsor at the end of the project 	Guang Wen	

The meeting was adjourned at 1700 hrs. These minutes will be circulated and adopted if there are no amendments reported in the next 24 hours.

Prepared by,
Sin Xin Yee

Vetted and edited by,
Tay Guang Wen

