

**Final Year Project
Meeting Minutes**

Meeting Information	
Date:	07 th March 2014
Time:	1000
Venue:	Singapore Recreation Club

Attendees:	<ol style="list-style-type: none"> 1. Pei Qin 2. Benjamin Chan
Absentees:	<ol style="list-style-type: none"> 1. Lavinia Tay (On exchange) 2. Joel (Project Meeting) 3. Lee Jong Hyeok (Project Meeting)
Meeting Agenda:	<ol style="list-style-type: none"> 1. Gather requirements from the client, Mr Low Chin Chau 2. Preparation for next meeting(9th March 2014 at 12pm)

Task Assignment		
1.	Everyone	Mr Low would prefer agile development approach for our project. Reason being, shorten cycle time and periodic demo. As for task management, internally we can use something similar to Wiki – Trello, https://trello.com
2.	Everyone	He will be providing us with the user story. Based on that, we have to design the wireframe and seek approval from him.
3.	Everyone	<p>Board Idea for this Project:</p> <ul style="list-style-type: none"> ○ To enable the public to make queries – Like why certain things are done ○ Able to capture image and make annotations on it - Have the ability to sketch and write comments on it ○ Tagging System – So backend can see the relevant agencies [Own support / Personnel] ○ An example would be, users would take a picture to make enquiry/ feedback on a public infrastructure (e.g. a table or a pathway), they could make pointers on the picture on what's goes wrong with it and inform the relevant government organization(URA, LTA, Building Management etc)
4.	Everyone	<p>Features:</p> <ul style="list-style-type: none"> ○ User-friendly ○ Backend: management console(PostSQL) ○ We agreed on an iOS application as well as web application portal(Encourage development on Ruby on Rail, Python, Djanjo etc) Do refer to wiki for clearer terms. ○ He would most likely provide us with a host server for

		implementation.
5.	Everyone	<p>Expectation for 1st Phase:</p> <ul style="list-style-type: none"> ○ Browse or claim those issues that belongs to the department or agency <ul style="list-style-type: none"> ▪ Eg: if a certain thing is spoilt, but not obvious which agency it refers to. They can search for such a thing and if it belongs to their department, they can proceed to claim that issue. And take ownership of the issue. ▪ Updating and responding the issue ▪ Go back to original submitter where he can provide some feedback after that. ○ Features that submitter are enabled to: <ul style="list-style-type: none"> ▪ Social interaction ▪ Best way to instigate the issue. – Like they want to be in a loop for the answer, which help us to rank the issue to see the importance. ○ Track the aging of the issue <ul style="list-style-type: none"> ▪ If something is there for 30 days, but there is no interest, then can move it down. If there is interest, but no response, then action needs to be taken.
6.	Everyone	<p>Think of ideas to prevent spamming</p> <ul style="list-style-type: none"> ○ Need to attract people to use the system by protecting their identity as well as spam or troll management ○ Must get their mobile phone number only for identity confirmation, profile must be anonymous though. [Privacy & Authentication] ○ The contacts allow the relevant agencies to get back to them for more information. ○ Administrator given the authority to hide or delete those comments.
7.	Everyone	He will liaise with those agencies. For instance, SRC and IRA.
8.	Everyone	Mr Low is subscribed to GIT. We can use GitHub for repository. [Need to share the repository with him]
9.	Everyone	Have to update the client or sponsor on fortnightly basis when plan is initiated from May onwards [Proposal & Acceptance Phase]

The meeting was adjourned at 1045. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,
Chua Pei Qin

Vetted and edited by,
Benjamin Chan