



Sponsor Meeting

Date	10 March 2016
Time	08:00 pm – 11:00 pm
Venue	Kaki Bukit CC
Attendees	Nicholas Soon (Sponsor) Susan Foo (Constituency Director) Derric Tan (Deputy Constituency Director) Aishah (Deputy Constituency Director) Stella (Constituency Manager) Shantel (Constituency Manager) Michael (KBBT in charge) Brice (RC Chairperson) Tan Ai Xin Clinton Ang Samantha Ng Lim Zi Ling Joanna Tan
Absentee	-
Agenda	<ol style="list-style-type: none">1. Project Overview2. Hardware to support the application3. Observation and Requirements Gathering4. Project Scope5. Prototype6. Resources Required

AGENDA

No.	Task
1.	Project Overview <ul style="list-style-type: none">• The team presented on the updated findings of the project as well as the market research.<ul style="list-style-type: none">➤ Nicholas mentioned that Analytics is an important tool for the users as well as the search feature for them to be able to search for resident's details easily e.g. search based on NRIC or unit number.
2.	Hardware to support the application <ul style="list-style-type: none">• The devices that would be used for supporting the application might be iPad or windows tablet.• Susan and Derric have to confirm their budget before confirming to a device. However, the size would be 4 by 3 ratio size.

3.	<p>Observation and Requirements Gathering</p> <ul style="list-style-type: none"> • There is a difference between general house visit and specialized house visit. <ul style="list-style-type: none"> ➤ General house visiting would be the normal and usual visits to ask residents for their feedback and update the records of resident staying in that particular unit. ➤ Specialized house visiting would be for residents that require extra help such as financial assistance. KPPT member would go down a few trip to get to know more about resident and offer them the help they need. • The team will need to go for house visit to observe and understand the process of house visiting and the way they capture information. Thursday, 17 March 2016 for specialized house visit and Sunday, 20 March 2016 for comcare event.
4.	<p>Project Scope</p> <ul style="list-style-type: none"> • New features are mentioned: <ul style="list-style-type: none"> ➤ Resident details module <ul style="list-style-type: none"> ❖ Search function and able to search by NRIC/Address/Name to get specific feedback case ❖ Home summary page: Title Field Available – once click, it will expand to the individual case ❖ Radio button indicating household categories (e.g. Needy or vulnerable and etc) [to be confirmed] ❖ Use different color to indicate the household categories. [to be confirmed] ❖ Have a field to indicate residents’ hobbies and interest group ➤ House Visit Management (Summary of entire constituencies) <ul style="list-style-type: none"> ❖ Include details from KPPT and comcare forms ❖ Residents have multiple issues - Dropdown list of the different issue for volunteers to select ➤ PDF attachment <ul style="list-style-type: none"> ❖ Reporting should follow certain format – standardization (e.g. KPPT or comcare form) ❖ To be able to convert existing forms into e-form for easy access.
5.	<p>Prototype</p> <ul style="list-style-type: none"> • Minor change to the prototype. Samantha will still be required to come up with at least 3 paper prototype for users to choose from.
6.	<p>Resources Required</p> <ul style="list-style-type: none"> • Budget of hosting <ul style="list-style-type: none"> ➤ The team have provided an updated detail breakdown of the budget but due to the size of the data, the team has proposed cost of approximately \$1500 SGD a year. • Forms

	<ul style="list-style-type: none"> ➤ Derric passed us the forms that they would hope to be converted to as e-form and Michael take us through the step by step breakdown on: <ul style="list-style-type: none"> ▪ The purpose of the form ▪ Things required to have in that form ▪ Calculation of resident household living so as to provide the appropriate assistance
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ACTION ITEMS

Action Items	Person Responsible	Deadline
Research and think about the new features mentioned during meeting	Joanna Tan and Clinton Ang	14 March 2016
Refine prototype	Samantha Ng	14 March 2016
Refine the project scope	Tan Ai Xin, Lim Zi Ling	11 March 2016
Review requirements	Tan Ai Xin, Lim Zi Ling, Joanna Tan and Clinton Ang	14 March 2016
Request for a date to do observation on specialized house visit and schedule meeting with Nicholas	Tan Ai Xin	14 March 2016

Prepared by Tan Ai Xin

Vetted and Edited by Lim Zi Ling