

**Final Year Project
Meeting Minutes**

Meeting Information	
Date:	07 th April 2014
Time:	09:15
Venue:	SMU LKCSB GSR3-33

Attendees:	<ol style="list-style-type: none"> 1. Pei Qin 2. Joel Woo 3. Benjamin Chan 4. LEE Jong Hyeok
Absentees:	<ol style="list-style-type: none"> 1. Lavinia Tay (On Exchange)
Meeting Agenda:	<ol style="list-style-type: none"> 1. To redesign and finalize on the wireframe 2. To arrange a meet-up with Mr Low (Saturday, 12th April 2014 at 10am) 3. Finalize the schedule from Iteration 1 to 3

Task Assignment								
1.	Everyone	<ul style="list-style-type: none"> - Dates which team members have other commitments: <table border="1"> <tbody> <tr> <td>Joel</td> <td>30 June – 05 July (National Service)</td> </tr> <tr> <td>Benjamin</td> <td>12 May – 18 July (Intership)</td> </tr> <tr> <td>Daniel</td> <td>12 May – 08 August (Internship) 20 April - 10 May (Overseas) 23 May – 25 May (Overseas for brother's graduation)</td> </tr> </tbody> </table> 	Joel	30 June – 05 July (National Service)	Benjamin	12 May – 18 July (Intership)	Daniel	12 May – 08 August (Internship) 20 April - 10 May (Overseas) 23 May – 25 May (Overseas for brother's graduation)
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2.	Joel, Daniel	<ul style="list-style-type: none"> - Finalize the ERD and Proposal Write-Ups 						
3.	Pei Qin	<ul style="list-style-type: none"> - Continue to work on Project Scheduling (Iteration 4 onwards) 						
4.	Pei Qin, Benjamin	<ul style="list-style-type: none"> - Redesign the wireframe - Sketch out using paper prototype 						
5.	Lavinia	<ul style="list-style-type: none"> - Vet through the proposal write-ups once Joel and Daniel are done with their parts 						
6.	Pei Qin, Benjamin	<p>Short meeting with Prof Gan. Things to note:</p> <ul style="list-style-type: none"> ➔ Enquire Mr Low on: What kind of feedback he is looking for and which agencies. Scope it to a specific example for the purpose of is480. ➔ Project X-Factor: Things that challenge your team, differentiate yourself from any other team ➔ He prefers Paper Prototype because it's easier to make changes than PowerPoint, draw attention to conceptual model and navigation. ➔ With regards to additional manpower: 						

		6 people → 6 men workload *(12 hours/week/member) during the term → Only wants to see the core functions in the Project Description. eg. Login /Logout is not necessary to input in (Things that are expected don't have to input)
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The meeting was adjourned at 1210. 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