Date: 18/10/2015
Time: 1330 - 1500
Venue: Shaw Tower Bugis Starbucks

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

Agenda: 1. Clarifying project details with Wilson

	Task/ Description	Person-in-charge	Due Date
1	We came up with the following questions to ask Wilson and he gave us the following answers: - What is the daily pledge? Ans: This is something that any user of the web application can register for and get points in return. For example, they can register to take a pledge to "Not Drive to Work/School". If they share a post on their social media with the relevant hashtag, they will be able to earn extra points. - How does "Take Action" work? The users are given the choice to take action as a consumer, at home, or in the community. As a consumer, the user can purchase green products where they can take a picture of the product, and submit it on the web application in exchange for points. At home, they can take a picture of their utilities bill, and input the amount of electricity/water that they have saved. From the picture that they have submitted, the administrator will be able to verify the amount that the user has indicated, and give him points accordingly. In the community, the user can initiate an activity to help the environment, and they would have to submit a proposal. - How are the calculation of points like for the web application? Ans: The formula for the calculation of the final points has already been hardcoded, but the user will be able to make changes to the points. Given that the "Take Action" for at home would only be done once a month when the bill comes, it is good to take note that the verification of points by the administrator would take up to about a month. - How is the redemption of rewards being carried out? Ans: The user will have to redeem the reward on the web application, and the reward will be sent to them either via post, or email (e-coupon). The rewards will be restocked monthly by the sponsors.	ALL	

	- Are there any important dates that we should take note of? Ans: Wilson aims to have a soft launch at the end of November. The actual launch would be in March/April next year. He also informed us that he would be in DC from 5 Oct to 4 Nov. - Would you like to have a super admin account for the web application? Ans: Yes, it would be good to have a super admin account. - Do you have any future plans for the web application? Ans: Yes, we plan to develop a web application for Eco Leaders in the future, so it would be good if we developed the web application with that in mind.		
2	In order for Wilson to keep track of our progress, he has invited us to the Eco Leaders Trello page where we can keep him updated.	ALL	
3	We agreed to have a meeting with him and the previous developer for the web application, John Paul to get a better idea of the development of the web application.	ALL	
4	Wilson requested to have a timeline sent to him as soon as possible.	ALL	
5	We also agreed to assign our roles in the team during the next team meeting.	ALL	
6	Wilson also asked that we send him a group picture of us so that he can upload it in their Facebook page.	ALL	21 Sep
7	We created a new Telegram group chat, and added Wilson into the group so that we can contact him more easily.	ALL	

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,
Tay Guang Wen

Vetted and edited by,
Tay Guang Wen