**Meeting Minutes 9**

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| **Date:** | 17-06-2012 |
| **Time:** | 2.11pm |
| **Attendees:** | Madeline Ong, Zac Douglas Xu Peiwen, Tan Chang Kiat, Masami Sato (Client) |
| **Agenda:** | To confirm the final requirements for the mobile site from the client and to further enhance on the current ideas with the client’s suggestions |

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| **No.** | **Discussion** | **Done By** |
| 1 | According to Masami, B1g1 already has the system to create employee accounts. However, she feels that we should not just focus on employee engagement because we have to note that B1G1 members are not big corporations. The members are mostly Small Medium Enterprise (SMEs) that might have as little as 3 employees, thus, it does not seems feasible to limit this application to the employees and employers. Rather, we have come to consensus that **the application should be made available to the public, employees and employers to ensure that there is customer engagement and employees engagement**. | Madeline Ong, Zac Douglas Xu Peiwen, Tan Chang Kiat, Masami Sato (Client) |
| 2 | For location based services, the idea of leveraging on location based services is good; however, we should not give the votes when they visit B1G1 participating businesses because in one country, there are not many participating businesses. There are only 800 B1G1 members around the world and this amount is not big enough to create an impact to ask the members to go to the B1G1 store to support the members. Hence, we decided to change this to allow the customers and the employees to vote via two ways namely:  1. Via Location based service – When they check in from their own account, they will be able to cast votes for the company that they check-in.  2. Via QR code – mainly designed for online businesses, they will have a QR code on their invoice so that when the customer finish making their transactions, the customers can scan the QR code to directly enter the voting page for the business to cast their votes.  **Main idea of LBS is to enable each businesses to attracted more people to them through being on the map.** |
| 3 | The idea of using happiness points is not encouraged because if the points mean nothing, it would not attract the users to try to get the happiness points. Hence, it would be better to come up with an idea to engage them in a better way. As for the viewing of votes, instead of looking at the summary of their votes, allow the users to see the impact of their votes instead. The users can share their impacts on the social media platform and to invite more friends to participate in using this application with them. |
| 4 | We need to include a slide to show how to businesses preselect the projects for the customers and employees to vote and also for the businesses to give. |
| 5 | Since this is a new way of giving, Masami needs to talk to the business partners to clarify all the business logistics, see if this is actually beneficial for the members and if this works with our overall objectives and existing system processes before the implementation. Masami say we should think in terms of what happens when this feature was actually viewed on different browsers and mobile devices and try to view mobile friendly sites to see how they are designed.  We need to send her a revised storyboard and proposal once we are done so that she can show it to the rest of her members to show them the user experience. However, she say that we can go ahead and submit the proposal but they will not say that they will use it in B1G1 yet until all her members are ok with the idea. For the UI design, there will be more discussions on it as we move on with the project later. |

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| **No.** | **Task to be completed prior to next meeting** | **Done By** | **Due Date** |
| 1 | Revised storyboard and proposal | Madeline Ong, Zac Douglas Xu Peiwen, Tan Chang Kiat, Chin Peiwen, Siti Mardiana | 18-6-2012 |

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| **No.** | **Agenda for next meeting** | **Done By** | **Due Date** |
| 2 | To finalise the following:  1. Storyboard with new functions and changes on the functions  2. Revised Proposal  3. Project Schedule  4. Technical aspect for the application  5. Group Roles | Madeline Ong, Zac Douglas Xu Peiwen, Tan Chang Kiat, Chin Peiwen, Siti Mardiana |  |