

**Final Year Project
Meeting Minutes**

Meeting Information	
Date:	4 th September 2014
Time:	1530
Venue:	Singapore Management University

Attendees:	<ol style="list-style-type: none"> 1. Jong Hyeok Lee 2. Benjamin Chan 3. Joel Woo 4. Lavinia Tay
Absentees:	NIL
Meeting Agenda:	<ol style="list-style-type: none"> 1. Update supervisor on project progress 2. Clarify supervisor's expectation for upcoming midterm presentation 3. Ask supervisor's opinion on the team's consideration to get external companies to perform functional UAT for us

Summary of Meeting / Task Assignment		
1.	Team	<p>Updated supervisor on possible delays in app store submission due to technical complexities encountered in project.</p> <p>Supervisor does not think getting external companies to perform functional UAT will add much value to the team as functional testing can be done at our own discretion. Value would be getting the right users with the right motivation to do the testing and gather real feedback and data to show during midterms and finals.</p>
2.	Jong Hyeok	Continue working on layout design of web platform
3.	Lavinia	Do up Admin and back end system
4.	Benjamin	<p>Continue working on iOS submit feedback and display feedback listing</p> <p>Login to be remodelled</p> <p>Design to be updated and refined based on UAT feedback</p>
5.	Joel	<p>Persona and scenario write-up</p> <p>Consolidate design & technical feedback from UAT</p>

The meeting was adjourned at 1700. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Joel Woo

Vetted and edited by,

Lavinia Tay