Iteration 10 - Wedding Day Itinerary, Profile Card, Public Canvas Templates + Event Banner + Event Countdown

Date: 23 Jan 2015
Time: 12PM
Venue: LIB 4.1

Attendees: Seol Hye Ri, Brindha Menon, Tan Gui Shi, Chua Min Xuan (Max), Khiew Shi Kai, Hakam
Absentees: -

Internal meeting agenda:

To be discussed / brought up	Remarks / Comments

CSV files for
• Notebook Wedding Tips
   • Include picture thumbnail
   • Include link/name of picture source
• Discover
   • Image size
• Timeline
   • Ensure that no time period is "left out", draw a timeline to help you
	Hye Ri
	For now, all the images will be hosted on dropbox
	
	May not need to state source

Standardization of save and cancel buttons • Save and Cancel • Which one comes first then the other • Font style for the header • ALL CAPS/All Caps/All caps	Gui Shi
User testing plan • Number of users • Tasks involved • What we need to record / take note of • Time and place for the testing • Each person find 3 people from school	Brindha

Real-life users and vendor reach out
• Once link is out…
   • Send out to vendors we have already populated
   • Send out to vendors we met at the wedding fair
• Once link is out…
   • Start gathering real-life users
   • Try to get at least 5 couples to use it throughout their planning?*
	Hye Ri
	
	Brindha

Preparing for midterms
    • Explain what graph paper is all about
    • Explain the architecture diagram and how meteor works
    • Explain time delays you faced and metrics for it
    • Showing progress of each card and take videos of how the usage is different (animations etc.)
    • Show how the timeline card animations work (code and how it looks like when in use)
 	
Preparing for marketing materials
    • Video
    • Photoshoot
        • People
        • Items for the external site
    • Manual for how to use Graph Paper
 	
Girls (to discuss what goes into the wedding itinerary page, canvas template, user testing plan, metrics for schedule stuff)
 	
\<copy paste what was in the whatsapp chat\>	

Discussed during meeting:

\<30 Jan\>
SOB 3.27 - Guys
White Room (SMU X) - Girls
\<31 Jan\>
NO LAPTOP
\<1 Feb\>
2.2 SMU X

csv files
- Temporarily images will be hosted on Dropbox
- For the future server issues, need to be clarified with Big Max
- Hye Ri work with Hakam regarding csv

Discover card
- Photo will be placed at the bottom

Tips
- Choose landscape photo
- Photo will be placed on top followed by the content

Timeline
- Need to categorize time periods

Overall Button
- Cancel | Save
- Cancel in grey, no border line
- Save in green color with white text, no border line

- Both same size, right alignment
- Buttons & headers all in caps

User Testing
- 3 people from Hye Ri, Brindha, Gui Shi

Link to be provided to vendors
- External landing page -> button -> Read-only Canvas

General
- Discuss on Marry.SG logo design
- Video to show before & after: KIV
- Developers' role
  Hakam: Admin card, guest list manager email
  Shi Kai: Global CSS
  Max: Notebook, Discover

Action Items:

#	Task	Assigned	Due date
1	Update architecture diagram	Hakam	29 Jan 2015
2	Send User Testing Document to the team	Brindha	25 Jan 2015
3	Read Only Link to be up		25 Jan 2015
4	Draw Marry.SG logo design	Everyone draw one each	30 Jan 2015
5	Manual for Graph Paper	Brindha	
6	Metric for schedule	Hye Ri	

Minutes recorded by:
Seol Hye Ri