

Date: 18/03/2016
Time: 1530 - 1630
Venue: SIS MR 4-7

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

Agenda: 1. Updating Mok on our work so far
2. Feedback from Mok

	Task/ Description	Person-in-charge	Due Date
1	<u>What is left:</u> <ul style="list-style-type: none">• Report module: Halfway through• Pledge module: Almost done• Replaced notification module with "As An Individual" function.• Gamification module is dependent on Wilson's criteria for the badges. We will complete it if we have enough time to do so.	ALL	
2	<u>Final Presentation:</u> <ul style="list-style-type: none">• Mok suggests that we do a quick summary of user tests 1 and 2 in our final presentation (date, participants, what we tested)• Focus on the new user tests that we will be conducting• Name sessions with Wilson at the end of each iteration as informal client feedback, but mention that it is not formally documented. It is a good practice for us to have this, so please mention it in our final presentation.• Spend time doing documentation.	ALL	
3	<u>Pledge module:</u> <ul style="list-style-type: none">• Question: Inform Wilson and double confirm if he wants to be able to see username/user id for actions and pledge management.• Answer: Perhaps it will be good to just include the username of the users who have submitted the actions for Actions History and Manage Pledges.	ALL	
4	<u>Gamification:</u> <ul style="list-style-type: none">• Suggest reducing the number of badges to implement to like 3/5• Get requirements from Wilson ASAP	ALL	

The meeting was adjourned at 1600 hrs. These minutes will be circulated and adopted if there are no amendments reported in the next 24 hours.

Prepared by,
Sin Xin Yee

Vetted and edited by,
Tay Guang Wen