

**Date:** 22/1/2016  
**Time:** 1530-1630  
**Venue:** SMU SIS Subway

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

**Agenda:** 1. Update Wilson on Progress

	Task/ Description	Person-in-charge	Due Date
1	<p><u>Updates on Progress:</u></p> <p><u>Meeting with minister:</u>  Wilson has already shown the Web Application to the minister and he thinks that it is a good idea, and he is looking forward to seeing it in the future.</p> <p><u>User Actions History:</u>  Wilson says that he would prefer it to be in a table form so that it would be easier for the users to view their past history and maybe even print it out for reference.</p> <p>Also, we should remove User ID from the display.</p> <p><u>Icons for Web Application:</u>  Wilson has given us permission to find some icons online, and let him know if there is need for us to purchase any. For the soft launch we will be using white icons.</p> <p><u>Soft Launch:</u>  The soft launch has been confirmed and it will be held on the first week of February. There will be three schools and it will be held for 1.5 hrs per day. At least one of us will be present on the day. We will also prepare a survey for the students to do where the link will be on the Web Application.</p> <p><u>Pledge Module:</u>  We will replace Your Friend Just Joined with "Take A Pledge" where it will take you to a new page.</p> <p>At this page, users will be able to take a new page, and also be able to see their past pledges and the dates.</p> <p><u>Claim Rewards:</u></p>	ALL	

<p>Ensure that they are circular.</p> <p><u>Account Page:</u> Enlarge the icons and the words.</p> <p><u>Mobile Responsiveness:</u> We will need to make sure that the site is mobile responsive at the end.</p> <p><u>Reward Redemptions:</u> They should be categorized by their reward id so it will be easier for the admin to confirm their status.</p>		
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The meeting was adjourned at 1630 hrs. These minutes will be circulated and adopted if there are no amendments reported in the next 24 hours.

Prepared by,  
Gauri Bhatnagar

Vetted and edited by,  
Tay Guang Wen