



## INTERNAL MEETING MINUTES

<b>Iteration No.</b>	1
<b>Meeting No.</b>	1
<b>Date of Meeting:</b> (Day Month Year)	17 September 2013
<b>Time:</b> (hh:mm to hh:mm)	12:00 to 15:00
<b>Venue:</b>	Library Project Room 4.3
<b>Meeting Chairperson</b>	Tan Rui Jia Noelle

**1. Meeting Agenda**

Post – Pitch Review  
Pre – Iteration Planning  
AOB

**2. Attendance****Name [Absent/Present]**

Bie Ya Qing [Present]

Low Wen Guang [Present]

Sebastian Kiran Joy [Present]

Tan Guo Hao [Present]

Tan Rui Jia Noelle [Present]

Victor Lee Hong Zhi [Present]

**3. Discussed Content****Topic**

- a) Post – Pitch Review
- Mentor from Stream Global

- i. Mr Chak Kong Soon
- Prof Ben's comments
  - i. Comparison with competitors should be made fair across the board
  - ii. Attributes must be consistent
  - iii. Can start preparing for acceptance
  - iv. Team should meet up with mentor at least twice a week and more frequently leading up to acceptance
  - v. Mr Chak is experienced in mentoring previous student groups and is familiar with events related applications.
  - vi. The team should tap on his experience and seek his guidance in times of uncertainty
- Mr Chak
  - i. Provided name card
  - ii. Can be reached via email or whatsapp

b) Pre – Iteration Planning

- Review Project Requirements
  - i. Participants
    - 1. Login/Logout on Web App
    - 2. Join/Sign-up for Event
    - 3. Shake to Register
    - 4. Shake To Talk/Conversation Starter
    - 5. Shake To Network (Digital Name Card Exchange)
    - 6. Social Media Integration with Facebook
  - ii. Organiser
    - 1. Login/Logout on Web App
    - 2. Create Event
    - 3. Update Event Features
      - a. Upload Floor Plan
      - b. Conduct Post-Event Feedback Surveys/Polls
      - c. Conduct In-Event Surveys/Polls
      - d. Customise Event Registration Forms

- e. Documents Sharing
  - 4. Advanced Analytics
    - Documentation Deliverables
      - i. Project Requirements Write-Up
      - ii. Roles & Responsibilities Description
      - iii. Metrics
      - iv. Application Logo
      - v. Application Name: ENoQ
      - vi. UI Mockups for both web and mobile applications
      - vii. Wiki Page Mockups
    - Requirements Gathering
      - i. Target Audience:
        - 1. Office of Alumni and Advancement (OAA)
        - 2. Wee Kim Wee Centre (WKW)
        - 3. Office of Student Life (OSL)
        - 4. University Social Club (USC)
        - 5. Rationale: Point of Contact for students and alumni/corporate counterparts
      - ii. Generate Questionnaire for survey/interview with target audience

c) AOB

- Download Balsamiq for UI
- How to obtain the tools required?
  - i. Android/iOS devices
    - 1. Fill up Loan Form on IS480 Website to request
  - ii. Server environment
    - 1. Temporary for Acceptance
    - 2. Open Shift (Free online host)
  - iii. 2 minute takers for every meeting
    - 1. Rationale: To ensure validity of discussion topics and have 1 person taking minutes at any point of time (i.e. If 1 minutes taker is speaking, the other can still note down pointers)
    - 2. Draft Minutes to be deposited into "For Collation" folder in Dropbox



4. Next Meeting	
<b>Date of Meeting:</b> (Day Month Year)	07 October 2013
<b>Time:</b> (hh:mm to hh:mm)	10:00 to 14:00
<b>Venue:</b>	SOE SR 2.6

5. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)		
Description	Prepared by	Due Date
Download Balsamiq	ALL	19 September 2013
Submit loan form for devices	Noelle	20 September 2013
Requirements Gathering Questionnaire	Victor	1 October 2013
Prepare Metrics Templates	Noelle	1 October 2013
UI Mockups	Wen Guang	1 October 2013
Project Requirements Draft 1	Guo Hao, Wen Guang	1 October 2013
Design Application Logo	Victor	7 October 2013
Roles & Responsibilities Description	Noelle	7 October 2013
Wiki Page Mockups	Guo Hao	7 October 2013

**Minutes Prepared By** Low Wen Guang, Tan Guo Hao

**Date** 17 September 2013

**Vetted and Edited By** Tan Rui Jia Noelle

**Date** 18 September 2013