MENTOR MEETING MINUTES

Iteration No.	5
Meeting No.	1
Date of Meeting: (Day Month Year)	13 January 2014
Time: (hh:mm to hh:mm)	16:00 to 17:00
Venue:	SOB GSR 1.1
Meeting Chairperson	Tan Rui Jia Noelle

1. Meeting Agenda
(a) Progress Update
(b) Moving Forward
(c) 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) Progress Update
a. Current Development

i. Social Media Integration

1. We'll be integrating with Facebook. Is it sufficient in the long term? Should we include other social media platforms like LinkedIn and Twitter?

2. Focusing on 1 platform should be sufficient for now. In the long term, do rethink which platform gives the best exposure.

3. Facebook is dying off, except for developing countries where it is still taking off.

4. To focus on Facebook now, should not focus on just demographical data. Need to go for the likes/dislikes and more in-depth profiles of users. E.g. If users like leadership related stuff, push relevant seminars to them

5. LinkedIn has similar 'skill sets' related profiles

6. Don't just use social media for the sake of convenience. Need to rationalise what kind of data we want exactly to use

ii. Razor Nabu

1. Explore new trends/wearable technology

iii. Feedback Forms

1. How should we go about designing it? Format? Should we provide a standard set of questions and then allow them to build on? Or should we just provide the platform and a blank form?

2. Everyone wants to make their own but they also want a template to start off with. Let the organisers pick, than give them a few questions to customise but they should still be able to change anything they want to.

3. Charge for more complicated questionnaires

4. Parameterise the questions

5. Dynamic questionnaire according to the previous actions user clicked

iv. Advanced Analytics

1. If you ask personal questions that are too sensitive, you must ensure there is a value exchange. Users must get something in return to want to give you the information of themselves.

2. Current way of counting a connection is 'two way'. Are there better methods to track such connections?

a. There's no right or wrong way. As long as we can justify our method to be useful to the people paying for such services.

b. From the organiser's standpoint, considered 1 connection for both ways, but for participant, exchanging with 1 person is considered 1 connection

c. Even possible to count number of rejections in the future.

(b) <u>Moving Forward</u>

a. Deployment

   i. From your past experience, have you encountered any delays when developers deploy their apps onto the app stores?

     1. Android worse-case scenario – put app somewhere, still can install

     2. iOS – People MUST go through the app store, else the app cannot be downloaded.

     3. In terms of deployment, there's no reason why Apple would say no if it doesn't threaten their own eco-system. Make sure the code is clean and does not allow exploitability of their existing infrastructure

     4. Aesthetics and design on both iOS and Android should be as similar as possible.

     5. Best for user's convenience and familiarity – If user changes from one platform to another and downloads the app, he/she should not face any problems using it.

b. Acceptance Comments [Criteria to decide when to adopt a function or when to drop it]

   i. The function must be **measurable** and able to **contribute** to the **advanced analytics function**.

   ii. The function must **attract** at least a **subset of our target audience**

   iii. The function must be **attainable** within **team's limits**

   iv. The function must be **essential** and **relevant** to **ANY/EVERY event**

     1. Need to establish WHY we're doing this project first. Along the way, we changed our focus from shake to advanced analytics becoming the

more important one. We need to figure out our vision and objective and derive functionalities from where.

2. Every consumer likes different things – which one will most consumers want to pay for and let it be profitable for us?
3. MVP is defined by the main objective.
4. Objective can be fun. It's not wrong.

c. Transition from OpenShift to Amazon server
   i. Amazon is good for entry level because it's free entry but as the volume goes up the price will become steeper
   ii. Availability at 98% is considered bad. Industry standard requires 99.999%, but it's good enough for starters
   iii. Other possibilities: Azure – high availability but can be costly
   iv. **Note the ease of server transition

d. How to define our Problem domain (For midterms)
   i. Organisers: No platform, complicated platform, on spreadsheet etc
   ii. Participants/students: fun way of networking/connecting at events, and attracting them to attend relevant events by reducing time wastage

e. Heuristics Testing
   i. How should we go about it?
      a. There should be recovery points, what if …, server fails
      b. Positive and negative outcomes for each use case
      c. Back up plans
      d. POINTS SYSTEM – which is more severe than which
      e. Can consider automated testing for functions

(c) AOB

    a. Midterms Presentation

        i. Tentatively on 26th Feb, Wednesday 3-430pm.

        ii. On top of our supervisor Prof Alan, we have 2 other reviewers this time – Prof Ben and Prof Chris Boesch

        iii. Mr Chak will be able to attend the midterms presentation

    b. Future Mentor Meetings

        i. Every other Monday, 10am

        ii. 10th Feb: Mr Chak might be late, may have to push the meeting to 11th or 12th Feb

        iii. 24th March: Mr Chak will be in Italy – Meeting push to 31st March

        iv. Meet up with Event Click (Jennifer) and FlickEvent (Phun and partner) representatives

            1. Tentatively Jennifer on the 27th January

        v. Ask the right questions – know what the industry is looking for

4. Next Meeting	
Date of Meeting: (Day Month Year)	27 January 2014
Time: (hh:mm to hh:mm)	10:00 to 11:00
Venue:	SOB GSR 1.1

5. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)		
Description	Prepared by	Due Date

Minutes Prepared By   Tan Guo Hao, Victor Lee Hong Zhi

Date   13 January 2014

Vetted and Edited By   Tan Rui Jia Noelle

Date   14 January 2014