MAPSMOO

INTERNAL MEETING MINUTES

Date of Meeting (DD/MM/YYYY):	23/01/2020
Time (24hrs):	1100 - 1500
Location:	SMU Connexcion Meeting Pod 4-5
Attendees:	All

Meeting Agenda

1. Update on individual assigned tasks
2. Internally confirm matrices to be used
3. Confirm tech stack to be used
4. Confirm testing process and development version control process
5. Create briefing slides for URA meeting

Notes, Decisions and Issues

Topic/Summary of Discussions

Update on Prototypes
- Kelvin is utilising Axure to prototype screens
- To see if website layout can be added in to prototype screen
- To create report screen
- To create variable descriptions screen
- Create the menu bar for prototype
- Add to wiki, with the descriptions for each screen
- 5 screens:
    o Main map overview (with navigation bar: upload, download report, matrices description function)
    o Matrices description page
    o Subzone map + matrices breakdown
    o Report page
    o Upload function

Frontend
- Su Yee to select a frontend framework to utilise
    o Dash
    o Pure HTML/CSS
- Ensure integration with back end

Backend/GIS
- Conduct latency tests with all layers
- Ensure feasibility of all requirement functions

Testing
- Ted to prepare wiki page on testing scope
- Maintain testing log

Research
- Compare existing research with TOD standard and identify gaps
- Find and add justification (fit to singapore context)
- Fill up data set availability for each variable
- Provide how to quantify the variables

Action Items		
Action	**Members Involved**	**Due Date (DD/MM/YYYY)**
Prototype Screens	Kelvin	28/01/2020
Completion of Matrices	All	28/01/2020
Confirm Front-End Framework to use	Su Yee	30/01/2020
Confirm Functionalities are feasible for Back-end/ Latency Tests	Xiao Rong & Sihua	30/01/2020
Testing Wiki Update	Ted	30/01/2020

Next Meeting					
Date (DD/MM/YYYY):	**28/01/2020**	**Time:**	**4pm**	**Location:**	**SMU Connexion**
Objective	• Create briefing slides for URA meeting • Confirm Matrices to be used				