**Tees Union**

Meeting minutes 1

February 6, 2013, 10:30 am to 11:30am

Place: Southern University College Computer Lab 330

Member Attend: Wai Chin Keat, Lee Kai Teck, Than Woei Liang, Edwin GanChernLun

**Announcements**

* Allocates roles and responsible of each of group member.
* Discuss company name.
* Discuss potential business idea.

**Discussion**

1. For the first time of group meeting, we are first discuss about the allocated roles and responsible of each of group member. From the analysis individual skills of each team member, we found that all of team member also didn’t have the research skills. Before that, we are already allocates the job roles for each of team member follow by ours skills. We are also weakness in research, so that will make us have the problem to face the future project scope. Because researcher is very important for the project, when thinking about the business ideas that needed come out with research to determine the business idea feasibility. Other aspect of decision of the project also needed come out with the research. For solving this problem, Kai Teck suggests to using the dice, who dice the smaller number and he will become researcher. Chin Keat have another suggests that the researcher allocate to the member who are the best ability of English because he think that can help to fast to understand the content of information search from internet.
2. After that, we discuss the company name. Beginning we are also didn’t have any idea for our company name. So we also searching from internet to reference other IT company name. After that, Woei Liang suggests the company named as ‘IT GROUP’. But other members do not look like the name of Woei Liang suggest. Edwin Gan has another suggest is ‘Unity’ Group’. He explain that the unity represent as our team as we will help each other when face problem because we are unity.
3. Lastly, from the discussion of potential business ideas, we have 3 potential business ideas that are possible to be used. First business idea is transports helper, this business idea suggested by Chin Keat. This is a mobile application that allows the user to search the transport around their current location. User can through the mobile apps to take the transport they think convenient. This mobile application also provide the travel time of all transports. Second business idea is smart shopaholic, this also is mobile application. This mobile app allows user can buy the daily necessities. This business idea suggested by Kai Teck. This mobile app needed cooperate with seller to set up the drive thru kiosk, this is convenient the user who are lazy buy daily necessities in the market. The third business idea is intelligent queue suggested by Woei Liang, this is a mobile apps which can help the user can save their time for the queuing. This queuing system can be used in bank or also government department.

**Roundtable**

Result (a)

About allocates roles and responsible, follow by the each member individual skills to allocates most suitable roles and responsible. But for the researcher, we decide allocates to who are the best ability in English that are Edwin. But other member will also give a help for him in research.

Result (b)

Because all of members also thinks the name of Edwin Gan suggested was very meaningful. Then we decide use ‘Unity Group’ as company name.

Result (c)

About business idea, we decide for using the vote method to make the final decision of business idea.After voting, the business idea of Woei Liang suggested that intelligent queue become our final decision.

Next Meeting date: [February 7, 2013, 10:30am to 11:30am, Southern University College computer lab]

**Tees Union**

Meeting minutes 2

February 7, 2013, 10:30 am to 11:30am

Place: Southern University College Computer Lab 330

Member Attend: Wai Chin Keat, Lee Kai Teck, Than Woei Liang, Edwin GanChernLun

**Announcements**

* Discuss about team contract
* Discuss about business identity

**Discussion**

1. We have arrange to discuss about team contract, this is because we need to get the all of member suggestion to make this contract to keep our team will always unite and we can face and solve the problem together. Other purpose for this contract also make sure all of member have to comply with this contract to complete our jobs then that can allow the project can successful progress. When discussing about team contract, we meet some conflict on some details of team contract. Especially about the question of “What happen if they miss a deadline crucial to the group” related to sacking policy. Kai Teck has a suggestion to extend the deadline a few of day for those who are miss a deadline to complete the task. But Chin Keat have a different suggestion that is sacked the member who are miss the deadline to complete task. At the same time, Edwin Ganalso suggests allows other people to complete task and not need sacked any member. After that, Woei Liang objects the suggestion of Edwin Gan. Woei Liang suggests we can have to extend the deadline but we should sacking the member who are miss the deadline not only 1 times. After that, Chin Keat suggests we should have few of condition for the sacking policy because he thinks it will give us more of motion to complete ours task. Woei Liang also has same ideas with Chin Keat. But Kai Teck and Edwin Gandon’t think so. They think the sacking policy will give us more of pressure and cause us can’t done the task perfect. All members also have different opinion for the sacking policy, Kai Teck and Edwin Gan not agrees with the sacking policy in our team contract but Chin Keat and Woei Liang agrees of it. All of member also have their own suggestion, that situation very intense. Everyone also insist on their own opinion.
2. Discuss about business identity, our market designer Edwin Gan have design a few of new logos as our company logo. We should have to decide to use one. The designed logo as shown in below:



**Roundtable**

Result (a):

1. We decided using 10 minutes to calm down ourselves,finally we are compromise. We are decide to combine the suggestion of all as we can extends the deadline of task, but on the extend period, that should one of member to assists him to complete the task. After over 5 times cannot complete the tasks before deadline, the member will be sacked. After that, we also decide to put another 2 conditions for the sacking policy that include team member who persistently doesn’t turn up without a valid excuse over 3 times and also absent for the meeting over 5 times suggested by Woei Liang.

Result (b):

We decided using the vote method to choose the final logo as our business use logo. After voting, all of member haveconsistency opinion. We decided choose this logo as our business logo. The final business logo shown in below:



Next Meeting date: [February 20, 2013, 10:30am to 11:30am, Southern University College computer lab]

**Tees Union**

Meeting minutes 3

February 20, 2013, 8:30 am to 10:00am

Place: Southern University College Computer Lab 330

Member Attend: Wai Chin Keat, Lee Kai Teck, Than Woei Liang, Edwin GanChernLun

**Announcements**

* User target
* Marketing strategy

**Discussion**

1. During the discussion, we face a problem about to find out our user target and marketing value. Because ours queuing system was designed for mobile apps user. After that, from all of ours mind we know that more of teenager using smart phone. Will this kind of user often go to bank or government department? And user willing used our mobile apps to replace the current queuing system? These questions of answer are we hope to know. But we are difficultly finds out these results properly from the internet searching. Woei Liang suggest design survey form to finds out ours user target. After that, Chin Keat remind that mobile apps only for the target of user. Our main target is bank and also government department because we are sell our system for them. So that is important for us to do the research and find out ours market demand.
2. We have hesitates our survey form do as multiple choice or structure question. This is because both of question also have their benefic and also drawback. Chin Keat suggest using structure question to design the survey form because he think the structure question can more to know the user mind. If using multiple choice questions it will restrict user answer. But Edwin Gan suggests using multiple questions to design survey form because he thinks multiple choice questions will easier for the user to answer the question and also better for the further analysis. He thinks user will always lazy to think their answer for the survey question.
3. After that, we have another problem about using what kind of method to do survey. Woei Liang has suggests using facebook to do the survey. But Kai Teck not agrees with him. He thinks using facebook not professional. Kai Teck suggests using one of survey website called <http://freeonlinesurveys.com/> to do the survey. Because using this website we can have to put our company logo and also company name as header. This website will also help us to auto analysis the survey result. Chin Keat also has suggests to print out the survey form and give the survey form to all our relative and friend. But Edwin Gan has objects the suggestion of Chin Keat. Edwin Gan thinks this will waste the cost for the printing paper.

Result (a)

All of member also agree Woei Liang suggestion. Because according from the survey form, we can find out not only potential market value and also market segmentation, then we can focus ours target user to design marketing strategy. And other members also agree with Chin Keat. Edwin Gan will be responsible for research the potential competitive and also potential market demand.

Result (b)

After the discussion, we have to compromise use the multiple choice questions as the main survey question, but that also include 2 or 3 structure question to gain the user opinion. The survey question will postpone to next meeting discuss.

Result (c)

After discussion, we use the vote method to decide the final decision of the survey method. After voting, the result is using survey website to do the survey.

Next Meeting date: [February 27, 2013, 10:30am to 11:30am, Southern University College computer lab]