Date: September 25, 2017

Start time: 4:30pm

Location: WMC 2501

Meeting called by: Jia Hui (Mandy) Xiao

Facilitator: Jia Hui (Mandy) Xiao

Timekeeper: Jia Hui (Mandy) Xiao

# **Attendance**

|  |  |  |
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| Attendees | Status | Reason (if absent) |
| Sheung Yau (Gary) Chung | Present |  |
| John Ko | Present |  |
| Ryan Kiew | Present |  |
| Zavier Aguila | Present |  |
| Jia Hui (Mandy) Xiao | Present |  |

# **Today’s agenda**

1) Assign tasks for everyone & go over some important questions.

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| **Agenda Item #1** |
| Discussion  Name of the application + a short catchy phrase  What is the application? Numbers of functions or features?  Goal of the application is to help kids with autism to adjust to new environment. (see email).   * Upload media (pictures, video, audio) * Rating system * Parents can assemble their own new environments * Create account * Restrictions * Google map (pictures of the locations, categorize the location etc.)   Who is the application for? Age? Education level? Special characteristic?   * For caretakers   Who are the stakeholders? List the people who have a stake in the success of the project.   * Users (caretakers, children)   Do you have any data to support your claim?   * Research papers.   Look at 3.1 in the assignment for project website.  Dependencies:  database  Cloud server  UI  etc. |
| Conclusions  The contents of the project proposal will be due on midnight Tuesday for revision and hand-in on Wednesday |
| Action items   |  |  |  | | --- | --- | --- | | Description | Person Responsible | Deadline | | * Title page * Table of contents * Revision History * Project Schedule * Project Organization and Staffing Plan * References | Jia Hui (Mandy) Xiao | Wednesday Sept 27th @ 6pm | | * Project Summary * Appendix * Project Organization and Staffing Plan * References | Ryan Kiew | Tuesday Sept 26th @ 11:59pm | | * Project Overview * Project Organization and Staffing Plan * References | Zavier Aguila | Tuesday Sept 26th @ 11:59pm | | * Project Overview * Project Organization and Staffing Plan * References | John Ko | Tuesday Sept 26th @ 11:59pm | | * Risk Management * Project Organization and Staffing Plan * References | Sheung Yau (Gary) Chung | Tuesday Sept 26th @ 11:59pm | |

# **Next Meeting**

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| Date | Time | Location | Notes |
| Oct. 2nd | 4:30pm | TBA |  |

End time: 5:30pm