

Meeting: Second Official Sponsor Meeting
Date: 26th May 2016
Location: Food Republic Shaw House
Attendees: Gao Min, Weilun, ZongWei, Chingyi, Wendy, Edmund

Absentees: -
Minutes Prepared by: Chingyi
Vetted by: Weilun

Points to Note

1) Final revision of questionnaire

- To include SMU logo.
- Make edits to the positioning of the Smarthawker logo.

2) Chinese name for Smart Hawker

- Chinese name for the Smarthawker iOS app will be 精明小贩.

3) Revise survey/feedback gathering schedule

- Re-adjusting of survey dates to fit new project timeline.
- Confirmation of suitable locations with the sponsor.

4) Trial survey/feedback gathering (3 to 5 hawkers around where you live)

- Print out the survey form and approach 3 to 5 hawkers over this weekend (28/29 May).
- Choose a suitable time to approach them (before they start, after they end or during their break/slow part of their trading day).
- If they cannot fill in the form on the spot, just leave it with them & collect it another day.
- Make sure you take down their contact details - phone & email - for later follow-up, test user database building.
- Can let them know that they can test out the android version if they want to; download from Google Play Store - App name: Smarthawker (continuous; no space).
- Tell them the android version is just a prototype, not the full product/app, hence the need/purpose for the feedback gathering at this point.

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- The purpose of this trial feedback gathering exercise is to just get a feel of what it is like to approach/talk to hawkers.

5) Expenses

- To contact the sponsors regarding any expenses incurred during the interviews.

6) Weekly meetings

- We will meet every Thursday @ 7.30pm in Orchard Rd area for now.

7) Source code & user manual for android app

- To be obtained from sponsors.

Meeting is adjourned at **2000**.
