**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.
* 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**.