**Date:** 22nd August 2016

**Location:** Library Project Room 3.1

**Attendees:** Weilun, Zong Wei, Wendy, Ching Yi, Gao Min

**Absentees:** -

**Minutes Prepared by:** Wendy

**Vetted by:** Zong Wei

**Points to Note**

1. Update on UI, Feedback on UI

* UI will be completed by 24th Aug 2016, we’ll be using material and font awesome library

Feedback:

Sign Up Page 2: resent: timer (1 minute) **need to find out sms service, check the price and let Edmund know**

Sign Up Page 3: Add name field and profile picture

Home Page:

* Sync icon with name, information icon with name
* Missing as of now
* More distinct difference between header and numbers
* Change of color scheme for numbers – sales: blue
* This month target: bar/circle to show progression
* **Check with Edmund if weather feature if necessary**
* Change label: this month’s target sales

Add Expenses and Sales Page:

* Top right icon remove (both next and tick icon), include enable next/(save/enter) button below number field
* Description for photo capturing of receipt or etc
* Add cogs and others 🡪 beside today’s date
* Date switch with description
* Remove reminder, repeat field

Calendar Page:

* Remove showing of daily expense and sales at the calendar main page (confusion with too many numbers)

1. Update on Backend

* Till which features? (Analytics: Ching Yi can help)

Add Expenses and Sales Page:

* **For further records, the selected date will have a reminder**

Calendar Page:

* Change the calendar to scroll up and down

1. Update wiki– New x-factor (at least 40 sign ups, more than 10 consistent daily users), Scope and Timeline
2. Survey questionnaire (should we set a weekly/biweekly schedule routine to go out and survey?)

Zong Wei: Tuesday, Saturday and Sunday

Chingyi: Tuesday, Wed

Mell: Monday, Saturday

Wendy: Monday, Friday

Weilun: Monday, Friday, Saturday and Sunday

|  |  |  |
| --- | --- | --- |
| **Name** | **Date and Time** | **Venue** |
| **Zong Wei, Mell** | 3rd September | Confirm with your pairs |
| **Weilun, Wendy** | 29th August | Confirm with your pairs |
| **Ching Yi, Wendy** | 6th September | Confirm with your pairs |
| **Zong Wei, Mell** | 17th September | Confirm with your pairs |
| **Weilun, Wendy** | 23rd September | Confirm with your pairs |
| **Chingyi, Mell** | 27th September | Confirm with your pairs |

1. Meeting with Edmund (Wednesday 1900ish)
2. Internal meeting: **Start booking meeting space (Lib Project Room 3.1)**

Monday 1300-1600, Friday 1300-1600

1. ~~Functions to drop? – fingerprint authentication (accounting module II), image capturing module~~ **~~(will it really value add?)~~**
2. ~~Functions to add? (queue feature)~~
3. Wendy to find out about video

**NEXT MILESTONE**

**UI Completion: 27th Aug 2016**

**Internal Testing: 28th Aug 2016**

**Deployment to Test Flight for Expert Testing II: 30th Aug 2016**

Expert Testing II – set a date? (Iteration 7: 29th Aug – 11th Sep)

Deployment to App Store for UAT 1: 12th September 2016

**UPCOMING MILESTONES**

|  |  |  |
| --- | --- | --- |
| MILESTONE | DATE | COUNT DOWN |
| UAT 1 | 19th September (may push forward depending how fast deployment to App Store takes) | 1 month minus 3 days from now |
| Mid-Term | 3rd Oct – 7th Oct | 1 month 11 days from now |
| UAT 2 (OK to push forward?) | 31st October (may push forward depending how fast deployment to App Store takes) | 2 months 9 days |
| First Poster Day | 7th Nov | 2 months 16 days from now |
| Final!! | 21st Nov – 30th Nov | 3 months **minus one day** from now |
| Second Poster Day | 2 Dec | 3 months 11 days from now |

Meeting is adjourned at **1500**.