**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
4. Team agree that analytics module was more complex than expected and also reviewing the feedbacks from expert testing, we focus our schedule on amending and correcting certain functionalities

**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**.