**Date:** 27th October 2016

**Location:** SIS Level 4

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

**Absentees:** -

**Minutes Prepared by:** Gao Min

**Vetted by:** Zong Wei

**Points to Note**

1. Date to Note:

* **29th Oct – Meeting:** 
  + Morning [Discuss Video content]
  + Afternoon [Film video (content wise: to be filled in)]
  + Video – venue
* **30th Oct – Meeting:** 
  + Finish up: Video + Poster (if finished – can meeting supervisor on tue)
  + Chingz: Finials wiki
* **3/4th Nov - Meeting supervisor to vet our video + poster**

1. Backend Admin Module (31th Oct 2016)
2. Update project schedule for the delay in Backend Admin Module and Migration – Change Request\*\*\*
3. What can we do to top our midterm presentation?
   1. Consolidate videos of hawker saying good with thumbs up?\*\*\*
   2. Consolidate at least 20 pictures of hawkers using app or thumbs up?
   3. Get hawker come down? (auntie nancy)
   4. Get two-three hawkers giving evaluation of SmartHawker? (e.g. how it really helps them) (video) --- pitch video as the first part: evaluation comes in second part [pitch] + [extended]
      1. Evaluation part: features they use – how it benefit them, and how interested they are – or looking forward to see their report and get general feel of tax income
      2. Compare 1st day vs 30 days
   5. Photos of the team during meetings (BTS)
   6. Focus on our selling point- which is benefits that hawkers get from using the app – simplify their end of day process
4. Upcoming Submission Items:
   1. Pitch Submission and Poster Submission – 7th Nov Monday 12 noon, Week 13

Meeting is adjourned at **1145**.