**Date:** 8th May 2016

**Time:** 02:00pm

**Venue: SMU Labs Level 3 Booth**

**Attendees:**

1. Chanel Chiang
2. Chew Zhi Xuan
3. Edwin Peter
4. Brendon Koh
5. Luqman Nur Hakim

**Agenda:**

1. Assign roles to each team member
2. Come up with a preliminary project time plan before meeting with sponsor
3. Identify project requirements and functions
4. Prepare any potential questions

**Minutes:**

1. The following roles have been assigned to the different members:
   1. Brendon Koh – Project Manager
   2. Edwin Peter – Quality Assurance
   3. Luqman Nur Hakim – Business Analyst
   4. Chew Zhi Xuan – Back-end Developer
   5. Chanel Chiang – Front-end Developer
2. Identified the different tasks for our project
   1. Set up Home Page
   2. Set up Signup/Login Page
   3. Set up User Experience Page (after login)
   4. Database implementation
   5. Authentication with OAuth
   6. Use of HTTPS for security
3. Identified the different programming languages required
   1. UI – HTML5, CSS, JQuery
   2. Back-end – Ruby on Rails
4. Identified the 3 main actors and their given rights
   1. For Donors/Backers:
      1. Registration Module
      2. Profile Management Module
      3. Search Module
      4. Payment Module
   2. For Projects Managers (Vendors)
      1. Registration Module
      2. Profile Management Module
      3. Project Management Module
      4. Dashboard Module
      5. Settings Module
      6. Payment Module
   3. YBCO Admin:
      1. Registration Module
      2. Project Review Module
      3. Admin Account Module

1. Description of the different modules
   1. Registration Module:
      1. Sign up
      2. Log in
      3. Reset password
   2. Metrics Module:
      1. Rewards Selected Page
      2. Funding Overview Page
      3. Funders’ Details Page
      4. Demographics Breakdown Page
      5. Reference page (Analytics of project)
   3. Settings Module:
      1. Subscription for Explorer
      2. Subscription for Creator (Project Manager)
      3. Update Payment Details
   4. Dashboard Module:
      1. Explore projects from project page (retrieved from Database)
         1. Filter by Cat: Trending/Curated/Fresh/Project Categories
   5. Search Module:
      1. Explore projects from home page (retrieved from Database)
         1. Filter by Cat: Trending/Curated/Fresh/Project Categories
   6. Project Management Module:
      1. Create a project
      2. Edit a project
      3. Inbox/Messaging Feature
      4. Display a project
   7. Profile Management Module:
      1. Create Profile
      2. Update Profile
      3. Edit Profile
   8. Project Review Module
      1. View submitted & yet-to-be-approved projects
      2. Approve projects
      3. Reject projects
   9. Admin Account Module
      1. Add other admins
   10. Payment Module
       1. Redirect to Braintree/PayPal

1. The following questions or queries were also generated
   1. Will there be an occasion where we have to refund the backers?
   2. Get project overview, description, motivation and stakeholders from YBCO
   3. Clarify core, secondary, tertiary and good-to-have functions from YBCO

The meeting was adjourned at 04:48pm. These minutes will be circulated and adopted if there are no amendments reported in the next 24 hours.

Prepared by,

**Luqman**

Vetted and edited by,

**Brendon**