**IS480 YBCO Meeting No. 2**

**Date:** 16th May 2016

**Time:** 10:00am

**Venue:** Starbuck

**Attendees:**

|  |  |  |
| --- | --- | --- |
| Sean | Founder | Present |
| Uttam | CTO | Present |
| Chew Zhi Xuan | Back-end Developer | Present |
| Edwin Peter | Quality Assurance | Present |
| Brendon Koh | Project Manager | Present |
| Luqman Nur Hakim | Business Analyst | Present |
| Chanel Chiang | Front-end Developer | Absent |

**Agenda:**

1. Clarify all project function requirement with Sean and Uttam
2. Regular weekly meeting day and date
3. AOB

**Minutes:**

|  |  |  |
| --- | --- | --- |
| **NO.** | **ITEM** | **ACTION** |
| 1 | Create user account:   1. Creator and Funder can be the same account   Roles of user:   1. Creator – must login to create project 2. Funder (Backer) – must login to fund the project 3. Admin (YBCO staff) – purpose is for approval project to live for funding   UI/UX   1. Under profile (project) page – Just have a simple info such as picture and name   Identified with Core Function:   1. Registration 2. Listing of projects 3. Creation of Project 4. Backing (For Funder (Backer) to fund project function)   Funder (Backer)’s Profile settling’s function:   1. Payment gateway (Braintree) 2. Change password | All to Note |

|  |  |  |
| --- | --- | --- |
|  | Admin’s Function:   1. An approval page for project to go live as they will have a 7 days to review those project 2. Able to approval in batch and exporting to CSV | All to Note |
| 2 | Database Design:   1. Update the database design in Excel to have an overview 2. Upload to GIT once it done 3. Will be MySQL to store all our data | Edwin |
| 3 | Amazon web service resignation:   1. Once Sean registration an account for us to host we can use that to try around the database and hosting. | Sean  All to Note |
| 4 | Update Functionality:   1. Based on the today meeting update all function that require and remove those we told in meeting | Luqman All to Note |
| 5 | Proposal requirement:   1. To email Sean, about what information we need from them to prepare proposal by this week | Luqman |
| 6 | Weekly Meeting:   1. It will fix on Every Tuesday and one of the weekend 2. Brendon will inform us 1 week in advance for meeting | All to Note |

The meeting was adjourned at 1045 hrs. These minutes will be circulated and adopted if there are no amendments reported in the next 24 hours.

Prepared by,

**Sky**

Vetted and edited by,