

Meeting Summary: Presentation Poster & Logistics Planning

- **Date of Meeting:** Sunday, 27 April 2025
- **Time of Meeting:** 17:00 - 17:50

Key Topics/Content Covered:

- Discussion on printing an A2 poster for the upcoming presentation.
 - Logistics and challenges of finding A2 printing services, especially on short notice.
 - Contingency planning (using a monitor if printing fails).
 - Review and finalization of the poster design (colors, fonts, alignment, content).
 - Clarification of presentation format (gallery walk/rotation).
 - Assignment of presentation roles and order.
 - Confirmation of meeting recording.
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Key Points Discussed:

1. Poster Printing (A2 Size):

- The team wants to print an A2 poster for tomorrow's presentation for better visibility and reference during Q&A.
- **Challenge:** Finding a shop that prints A2 is difficult; standard shops often max out at A3. Printing on Sunday adds complexity.
- One member can prepare the A2 file preset.
- Alternative considered: Printing two A3 sheets and joining them (deemed difficult).
- **Contingency Plan:** If A2 printing isn't possible, the team will present using a monitor. Firdaus agreed to bring one if needed.
- Paper type needed is standard (~60 GSM), not specialized poster paper.

2. Presentation Format & Logistics:

- The format will be a **gallery walk/rotation**.
- The team (6 members) will split into three pairs (2 members per pair).
- **Rotation:** One pair presents at their station while the other two pairs (4 members) visit and evaluate other groups' presentations. Roles will then rotate so everyone gets to present and evaluate.
- **Venue:** Uncertain, possibly the usual classroom. Needs confirmation.
- No separate proposal document is required for this presentation.

3. Poster Design Review & Finalization:

- **Color Scheme:** Text color changed from white to black on the green background for better clarity. White text decided for diagram elements on dark backgrounds for contrast.
- **Font:** Size checked (>30), considered visible.
- **Alignment:** Objective 1 alignment requested to be changed to 'left'.
- **Content - Mockups:**
 - Section initially labelled "Veggies" should be relabelled "Product" or "Category" to include vegetables, dairy, fruits, and snacks.

- Need specific HD mockup images (Home page, Product/Category page). Amira to provide these. Concerns about image compression via WhatsApp.
- Suggestion to potentially increase mockup image size and add section dividers.
- **Content - MVC Diagram:** Needs clarification on whether a legend is required for the different colors used (red, green, blue). Nora might have details. Adding one is preferred for clarity.
- **Content - Team Members:** Names are included but currently in random order. Suggestion to potentially alphabetize.

4. Roles & Order:

- **Round 1 Presenters:** Firdaus & Azfar
- **Round 2 Presenters:** Cris & Yalini
- **Round 3 Presenters:** Norah & Amira

5. **Final Approval:** The team generally agreed the current design (with requested changes) looks good.

Action Plan:

1. Poster Designer:

- Implement requested design changes: Left-align Objective 1, use white text for diagrams, potentially add section dividers, potentially increase mockup image size.
- Update the mockup section label from "Veggies" to "Product" or "Category".
- Incorporate HD mockup images (Home, Product/Category) once received from Amira.
- Add a legend to the MVC diagram if color meanings are provided (check with Nora).
- Consider alphabetizing team member names.
- Prepare the final A2 print-ready file.
- Share the final digital poster file (.ai or similar) with the group via WhatsApp.

2. **Yalini:** Export and send HD mockup images (Home page, Product/Category page) to the poster designer, trying to minimize compression.

3. **All Team Members:** Actively search for a print shop nearby capable of printing A2 size posters **today/tonight**. Inform the group immediately if a viable option is found.

4. **Firdaus:** Bring a monitor to the presentation tomorrow as a backup if A2 printing is unsuccessful.

5. **Amirah:** Share the meeting recording with the team.

6. **All Team Members:** Confirm the presentation venue. Prepare for assigned presentation slots.

7. **Decision Point:** Based on success/failure in finding an A2 print shop, decide whether to print the poster or use the monitor backup plan.
