

## INTERNAL MEETING 22

<b>Date</b>	17 March 2015
<b>Time</b>	1:00pm to 2:00pm
<b>Venue</b>	SIS Level 4
<b>Attendees</b>	Gladys Khong Zhi Xuan Jocelyn Ng Khoo Hui Ping (Grace) Ngow Wei Yi Tan Shi Qi
<b>Absentees</b>	nil
<b>Agenda</b>	<ol style="list-style-type: none"> <li>1. Brief team about upcoming milestones</li> <li>2. Discuss contents of FYP Poster</li> <li>3. Finals Slide Outline</li> <li>4. Project Closure and Acknowledgement</li> <li>5. Pitch Video</li> </ol>

## AGENDA

No.	Task	Follow up
1	<b>Brief team about upcoming milestones</b>	Gladys to be in charge of UAT Gladys and Jocelyn to be in charge of pitch video and poster
	<b>Date</b>	
	1 April 2015	
	23 March 2015	
	25 March 2015	
	13 April to 20 April	
2	<b>Deliverables</b>	Gladys and Jocelyn in charge of poster
	Poster Submission	
	Pitch Video Submission	
	User Acceptance Test	
	Final Presentation	
	Poster Day	
3	<b>Discuss contents of FYP Poster</b> <ul style="list-style-type: none"> <li>• <a href="http://blue.smu.edu.sg/IS480/2014-2015/PosterGuidelines.html">http://blue.smu.edu.sg/IS480/2014-2015/PosterGuidelines.html</a></li> </ul>	Gladys and Jocelyn in charge of poster
4	<b>Finals Slide Outline</b> <ul style="list-style-type: none"> <li>• Remove market research</li> <li>• To go through as-is and to-be briefly</li> </ul>	Gladys and Jocelyn in charge of compiling and designing the final slides
5	<b>Project Closure and Acknowledgement</b> <ul style="list-style-type: none"> <li>• Letterhead with signature (Acknowledgement that they will use)</li> <li>• Agreement – 1 month project warranty + hand over</li> <li>• Team agreed to give source code</li> </ul>	Shi Qi to craft out agreement between client and the team.
6	<b>Pitch Video</b> <ul style="list-style-type: none"> <li>• Team agreed to shoot a video rather than do an animation</li> <li>• Filming Venue: Khoo Teck Puat Hospital, Ngee Ann Polytechnic</li> </ul>	Team to shoot the video on 15 March 2015

The meeting was adjourned at 2:00 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Wei Yi

Vetted by,

Shi Qi