



TEAM HEI

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### TEAM MEETING MINUTES 11, 16 DECEMBER 2014

<b>Subject:</b>	Minutes 11
<b>Date:</b>	16 December 2014
<b>Time:</b>	12.30 pm
<b>Venue:</b>	SMU Library, Level 4
<b>Secretary:</b>	Ngoh Jun Dat

#### Attendees:

1. Ngoh Jun Dat
2. Jasmine Lin Qianru
3. Keith Tan Xiang Wei
4. Kong Yu Ning

#### Meeting Agenda:

1. Updates on Project Progress
2. A/B Testing Lesson
3. Client Meeting
4. Landing Page
5. User Interface Demonstration
6. Sprint Review Meeting Date

#### Planned Agenda

##### 1. Updates on Project Progress

- 1.1. The team updated Jun Dat and Jasmine of the project progress as they returned from their Technopreneurship Study Mission in China.
- 1.2. Yu Ning explained the various changes made to the User Interface.

##### 2. A/B Testing Lesson

- 2.1. Yu Ning mentioned that there will be no A/B Testing Lesson conducted by IDA as the team's current knowledge on A/B Testing is sufficient for this project.

##### 3. Client Meeting

- 3.1. Yu Ning proposed that he would write the subsequent client meeting minutes as this would better help him to incorporate the changes and requirements by IDA into the team's development tasks.
- 3.2. The team agreed unanimously.

- 3.3. Furthermore, Yu Ning and Keith suggested that for subsequent client meeting, the team should prepare presentation deck as this would facilitate the discussion.
- 3.4. The team agreed and this practice would take effect from the next meeting with client.

**4. Landing Page**

- 4.1. After discussion, the team agreed that a landing page is important for our application as it provides first-time user with the necessary information about the application.
- 4.2. In addition, the landing page can also provide a brief introduction to A/B Testing for first-time users.

**5. User Interface Demonstration**

- 5.1. Keith demonstrated the latest user interface to the team and justified the various changes and enhancements.
- 5.2. The team commented that the new user interface is more intuitive and user friendly.

**6. Sprint Review Meeting Date**

- 6.1. Yu Ning mentioned that the next Sprint Review Meeting date is set on 9 January 2015 with IDA.
- 6.2. Jun Dat to follow up with IDA on their availability.

**Action Items:**

Task	Member in-charge
Schedule next Sprint Review Meeting Date	Jun Dat

The meeting was adjourned at 3.30 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

**Prepared by,**

Ngoh Jun Dat

**Vetted and edited by,**

Kong Yu Ning