**Internal Meeting 19  
(Iteration 10 Week 2)**

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| **Date:** | 25 September 2017, Monday |
| **Time:** | 3.30PM – 6PM |
| **Location:** | SMU SIS GSR 3.5 |

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| **Attendees:** | Rachel Wong  Jeremy Tay  Liaw Wee Kiat  Lim Li Ting  Tan Si Ying Angela  Manfred Loh |

**Agenda:**

1. Information on UAT process

The meeting was adjourned at 6.00pm. This minutes will be uploaded to IS480 Wiki page, and adopted if there are no amendments reported in the next three days.

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| Time | Item | Action |
| 3.30PM | UAT Process for Customer   1. User will be using loop11 to participate the user testing, they will be given a task sheet. 2. User will have to perform the task mentioned on the loop11 while filling up the question from the task sheet 3. After completing the task on loop11, user will be redirected to google form to filled the posttest questionnaires   UAT Process for Client   1. User will using an activity sheet to participate the user testing, they will be given a task sheet & post-test questionnaires. 2. User will have to perform the task while filling up the question from the task sheet 3. After completing the task on task sheet, user will have to finished up the post-test questionnaire from the task sheet   # UAT venue for customer will be at SIS Classroom 3-1 from 1pm-4pm  # UAT venue for client will be at their office from 3.30pm-4.30pm |  |
|  | **Ninja Meeting 20**  2 October 2017, Monday  (All attending)  **Next Ninja Meeting 21**  9 October 2017, Monday  (All attending) |  |

Prepared by,

Lim Li Ting

Vetted by,

Liaw Wee Kiat