



## TEAM HEI

### CLIENT MEETING MINUTES 07, 5 FEBRUARY 2015

<b>Subject:</b>	Minutes 07
<b>Date:</b>	5 February 2015
<b>Time:</b>	10.00 am
<b>Venue:</b>	IDA
<b>Secretary:</b>	Jasmine Lin Qianru

#### Attendees:

1. Eyung Lim
2. Lu Shanshan (Product Owner)
3. Chloe Lim
4. Ngoh Jun Dat
5. Jasmine Lin Qianru
6. Keith Tan Xiang Wei

#### Meeting Agenda:

1. Task Status for Sprint 9
2. Follow-Ups from Previous Meeting
3. Project Milestones
4. Questions
5. Demonstration
6. Any Other Business

#### Planned Agenda

##### 1. Follow-Ups from Previous Meeting

###### 1.1. Google Premium Account Internal Testing

**1.1.1.** The team reported that they have found a code-based solution to the issue identified.

**1.1.2.** Eyung mentioned that we will have to inform Ministry of Manpower to set the limit to 500 email recipients unless our application is able to support more.

**1.1.3.** Eyung added that we have to test sending email to 500 recipients, the time taken to send the emails and lastly to verify that all 500 emails have been successfully sent.

## 2. User Test 03

- 2.1. User Test 03 is confirmed to be on 12 February 2015, 10.30am.
- 2.2. The team would send the link to our application on 9 February 2015 for Eyung, Shanshan and Chloe to do a pre-test.
- 2.3. The user test would be conducted during Eyung's Team Meeting and there would be approximately 14 participants.
- 2.4. Accounts with username and password would be created for the participants.
- 2.5. This user test would be testing the different subject headers and also the different email content.
- 2.6. Shanshan requested for the test cases to be printed out for easy reference and for ease of performing the test (without having to toggle between screens).
- 2.7. Jun Dat to send Chloe an email of the items we required from IDA for the test.

## 3. Midterm Presentation

- 3.1. The proposed midterm presentation date is on 27 February 2015, 9am.
- 3.2. The alternative date proposed is on 25 February 2015, 2.30pm.

### Action Items:

Task	Member in-charge
Google Premium Account Internal Testing	Jasmine
Provide Chloe with List of Items needed for User Test 03	Jun Dat
Confirm Midterm Presentation Date	Jun Dat

The meeting was adjourned at 11.30 am. 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,

Keith Tan Xiang Wei