



TEAM HEI

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TEAM MEETING MINUTES 16, 10 FEBRUARY 2015

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| Subject: | Minutes 16 |
| Date: | 10 February 2015 |
| Time: | 1.00 pm |
| Venue: | SMU Library, Project Room 2-5 |
| Secretary: | Ngoh Jun Dat |

Attendees:

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

Meeting Agenda:

1. Meeting Dates in Week 8
2. Midterm Presentations by other IS480 Teams
3. User Test 03
4. Team T-Shirt

Planned Agenda

- 1. Meeting Dates in Week 8**
 - 1.1.** As discussed, the team would be meeting on 23 February 2015, 24 February 2015, 26 February 2015 and lastly on 27 February 2015 before our midterm presentation.
 - 1.2.** Jun Dat to proceed to book rooms for the above meetings and rehearsals.
- 2. Midterm Presentations by other IS480 Teams**
 - 2.1.** The team has decided to attend Six Sigma's and Marreo's Midterm Presentation.
 - 2.2.** Jun Dat to inform the respective Project Managers.
- 3. User Test 03**
 - 3.1.** User Test 03 will be conducted as follows:
 - Part 1: Eyung, Shanshan or Chloe to create campaign on projected screen. The remaining participants to view and note any feedback that they may have.
 - Part 2: Participants will be separated into 3 small groups of 5 participants per

group and there will be 1 team member from Team Hei attached to each group. In the small group, there will be 1 campaign creator and the remaining participants in each small group will be the email receiver.
Part 3: “Free-and-Easy” session. Participants are free to explore and to try out the application.

4. Team T-Shirt

4.1. Jun Dat to follow up with supplier regarding the items required from the team.

Action Items:

| Task | Member in-charge |
|---|-------------------------|
| Book Rooms for Midterm Presentation Rehearsals | Jun Dat |
| Inform Project Managers of our Attendance for their Presentations | Jun Dat |
| Team T-Shirt | Jun Dat |

The meeting was adjourned at 3.00 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