**Supervisor Meeting 1**

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| **Date:** | Wednesday, 4 July 2012 |
| **Time:** | 6.30pm |
| **Venue:** | Discussion area near Prof Richard’s Office |
| **Attendees:** | Chew Siew Chin  Lau Shu Neng  Lim Wen Rong Ryan  Ong Zhen Guang  Yong Qian Hwee  Zou Mei |

**Role Title Adjustments**

ZG 🡪 Assistant Developer

Shu 🡪 Business development

QH 🡪 User experience specialist

**Supervisor Meeting expectations**

* Group to set agenda for each meeting
* Prepare slides, drawings, etc (Optional)

**Things to re-look**

* Social factor 🡪 Need to define properly.
* Goal of Error reporting and bug fixed within 24hrs
  + **RESEARCH** 🡪 **Co-scripter by IBM** 🡪 Handle errors; adaptability to webpage. Fast reimplementation for grabbing data.
* **BURNING QUESTIONN OF THE DAY 🡪 WHAT WOULD U DO WHEN A WEBSITE CHANGES?!?!**

**Measuring Success of Project for Self-proposed projects**

Need to come out with metric to measure degree of success. Get ready by acceptance proposal. **MUST BE CONCRETE!**

* + Adoption rate & Getting people to trust us with $$ 🡪 too high standard.
  + Aim lower
  + **Try usability metric 🡪GO research more!**
    - Test on User Interface(UI)
    - Live test on play money and play accounts on our platform before getting to deal with real money
  + Start with paper prototype before actually starting.
  + Iterate many times
  + Plant test on people early, have realistic results. (Successful UAT with fake money )
    - Set benchmarks for each UAT
      * Time taken for user to complete test
      * Error rates
      * Satisfaction level
      * Seek Opinion

**Tips for Acceptance Test**

Make sure we consider all problems, and are able to manage them. So risk is lower.

* Schedule 🡪 Measuring hours can justify work done better (recommend to use no. of man-hours required for each tasks).
* Tools to be used for our project
* Targets set for each task
* Risks involved
* Ensure that all team members know who do what

**Others**

Prof will be away from 25 July to 15 August 2012.

Last meeting prior to Project Acceptance Presentation to be scheduled before 24 July 2012

The minute will be circulated among all relevant stakeholders and adopted if there are no amendments reported in the next three days.

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| Minutes Prepared by: Lau Shu Neng and Zou Mei |
| Minutes Vetted by: Jasmine Chew |