



TEAM HEI

TEAM MEETING MINUTES 17, 17 FEBRUARY 2015

Subject:	Minutes 17
Date:	17 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. Midterm Wiki
2. Email Signature
3. Team T-Shirt
4. Allocation of Bugs Identified

Planned Agenda

1. Midterm Wiki

- 1.1. Jasmine requested for Keith to help design user testing buttons for our wiki page.
- 1.2. Jun Dat to update Midterm Wiki with necessary information.

2. Email Signature

- 2.1. The team has decided to use Team Hei email signature for future email correspondence.
- 2.2. Keith to assist with coming out with the email signatures for the team.

3. Team T-Shirt

- 3.1. Jun Dat to follow up with supplier to check if the T-shirts would be ready for collection on 25 February 2015.
- 3.2. The supplier has provided the team with the T-Shirt size chart and Jun Dat has requested for the team to provide their respective T-shirt size by 18 February 2015.

4. Allocation of Bugs Identified

4.1. Jasmine went through the list of bugs identified during User Test 03 and allocated the bugs to Keith, Yu Ning and Chester.

Action Items:

Task	Member in-charge
User Test Buttons for IS480 Wiki	Keith
Midterm Wiki	Jun Dat
Email Signature	Keith
Follow-up with T-Shirt Supplier	Jun Dat
T-Shirt Size	All

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