



SUPERVISOR MEETING MINUTES

Iteration No.	7
Meeting No.	3
Date of Meeting: (Day Month Year)	24 February 2014
Time: (hh:mm to hh:mm)	11:00 to 12:00
Venue:	SIS SR 2.3
Meeting Chairperson	Victor Lee Hong Zhi

1. Meeting Agenda

(a) Midterms Preparation

2. Attendance**Name [Absent/Present]**

Bie Ya Qing [Present]

Low Wen Guang [Present]

Sebastian Kiran Joy [Present]

Tan Guo Hao [Present]

Tan Rui Jia Noelle [Present]

Victor Lee Hong Zhi [Present]

3. Discussed Content**Topic**

(a) Midterms Preparation

a. Priority Circle

i. Core Functions does not mean you have to code it first

- b. Demo
 - i. Add "Participant" headers under Project Team and Faculty
 - ii. Don't oversell the application (i.e. 3 user types)
 - iii. Narration has to make it very clear
 - iv. If possible, demo within ourselves, try not to involve the reviewers
- c. Technical Complexity
 - i. Processes and explanation has to be very clear
 - ii. Tell it from a user's POV after explaining the backend code
 - iii. Give technical complexities a title
 - iv. Enlarge the codes upon click
- d. Schedule Overview
 - i. Upon clicking 1, 2 and 3, show a pop up
- e. Schedule Metrics
 - i. Show both the deviation chart and ratio chart
- f. Bug Metrics
 - i. Show that ever bug is solved before the start of the next iteration
- g. Risk Metrics
 - i. Add a column to the back to state if a mitigation strategy was implemented and how the project got back on track. If it's a good story, tell it!
- h. Heuristics Testing
 - i. State parameters, show feedback form template, scenario etc.
 - ii. Summarise the list of feedback.
 - iii. Lastly, show Before & After
- i. User Testing
 - i. Mention the process about carrying out the UT
 - ii. Statistics and graphs if possible
 - iii. There are 2 kinds of UTs. One is planned, where users are identified before the test itself. The other is considered Proof of Deployment, where an event is held and participants download the application impromptu.
- j. Apps are generally good, but testing needs to be prominent.
- k. Target downloads graph may be a little misleading because testers should not



be counted as downloaders.

4. Next Meeting	
Date of Meeting: (Day Month Year)	07 March 2014
Time: (hh:mm to hh:mm)	16:30 to 17:30
Venue:	TBC

5. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)		
Description	Prepared by	Due Date

Minutes Prepared By Low Wen Guang, Tan Rui Jia Noelle

Date 24 February 2014

Vetted and Edited By Victor Lee Hong Zhi

Date 24 February 2014