

# Supervisor Meeting

<b>Meeting Minute Number</b>	09
<b>Date</b>	21/11/2014
<b>Time</b>	15:40 – 16:30
<b>Venue</b>	SMU SIS Level 5 [Prof Gan's Office]
<b>Attendees</b>	Ken, Pei Qin, Thandar, Sithu, Kawi
<b>Absentees</b>	Nil
<b>Agenda Topics:</b>	<ol style="list-style-type: none"> <li>1. Review our final presentation slides</li> <li>2. Discuss on the X-Factor</li> </ol>

S/N	Action items	Person Responsible	Deadline
1.	<p><u>Review our final presentation slides</u></p> <p><b>OUR SOLUTION</b> Prof Ben:</p> <ul style="list-style-type: none"> <li>○ Change the “Insightful” wording to other words such as Integrated.</li> <li>○ Provide evidence for the efficient point.</li> </ul> <p><b>TECHNOLOGY</b> Prof Ben:</p> <ul style="list-style-type: none"> <li>○ Does not need to include all the slides from MidTerm. Possible to remove slides like Technology Used, Development Tools &amp; etc.</li> <li>○ Should not put “Rebuild the form build interface” as technical complexity. Should be placed under User Testing</li> <li>○ The flexibility of the email template can be used for complexity. <ul style="list-style-type: none"> <li>○ Can put the email template as part of your challenges.</li> </ul> </li> <li>○ Form builder <ul style="list-style-type: none"> <li>○ Can put as technical complexity (drag &amp; drop)</li> </ul> </li> </ul>		

	<p><b>VALUE TO OUR SPONSOR</b></p> <p>Prof Ben:</p> <ul style="list-style-type: none"> <li>○ Problem is that we are merely describing our problems. Some suggestions to change it: <ul style="list-style-type: none"> <li>○ Use the Film for Good programme on 20<sup>th</sup> December 2014.</li> <li>○ Efficiency – The problem will be measuring what is the previous time taken to complete a task (before vs after).</li> <li>○ Describe on our User Testing (Eg. 90% of them feels that our UI is better as compared to their current system. – break down the data)</li> </ul> </li> </ul> <p><b>USER TESTING</b></p> <p>Prof Ben:</p> <p>- Go through as a whole. The main focus should be on User Testing 4.</p> <p><b>Others:</b></p> <p>Discuss the whole workflow. How many different functions did your group created for your sponsor? Explain them.</p> <ul style="list-style-type: none"> <li>○ Interface – more polished &amp; more detailed</li> <li>○ Take into consideration several details in all the different functionalities</li> </ul>		
<p>2.</p>	<p><u>Discuss on the X-Factor</u></p> <ul style="list-style-type: none"> <li>- Targeting our school CCA – ICON which will consist of 9 or 10 CCAs</li> <li>- Will be able to receive official agreement from them in the next comin week.</li> </ul> <p>Prof Ben’s Comments:</p> <p>The events for the CCAs will not be happening before your final presentation. Hence it is not advisable to do something that will tie you pass against the time. It is perfectly fine if it happens within the IS480 schedule as it helps to show the flexibility in your system.</p>		

### Summary of task list

S/N	Task Name	Person Responsible	Deadline
1.	Continue editing on the Final Presentation Slides	Pei Qin, Thandar	-
2.	Collate on the User Testing documents	Ken	-
3.	Work on the user guide	Administrator – Ken Technical – Kawi & Sithu Participant – Pei Qin	-
4.	Work on the Project Management related matters	Thandar	-
5.	Work on the development	Kawi & Sithu	-

Prepared by:

***Chua Pei Qin***

Observers:

***Thandar, Kawi***