# Supervisor Meeting

| | |
|---|---|
| **Meeting Minute Number** | 05 |
| **Date** | 26/09/2014 |
| **Time** | 15:35 – 16:25 |
| **Venue** | SMU SIS Level 5 [Prof Gan's Office] |
| **Attendees** | Ken, Pei Qin, Thandar, Sithu, Kawi |
| **Absentees** | - |
| **Agenda Topics:** | 1. Update supervisor on User Testing 2<br>2. Present demo to our supervisor<br>3. Discuss about the Project Development Progress<br>4. Schedule next meeting with our supervisor |

| S/N | Action items | Person Responsible | Deadline |
|---|---|---|---|
| 1. | <u>Update supervisor on User Testing 2</u><br><br>Issue we faced during UT:<br>**The delay in receiving the email**<br>Supervisor Feedbacks:<br>Email server is from Google. We should not face such issue if localhost does not have it. It could be the webhost issue.<br><br>**Pre & Post-Survey**<br>Supervisor Feedbacks:<br>Pre-survey is not required if we are gathering demographics. Usually we do such survey is because we want to know how the user feels before & after using the system. Pre-survey can include question like how you find the registration process.<br><br>Also, the survey should not consist of too many questions as people tend to skip or provide invaluable feedback.<br><br>Rather than asking whether our system suits Skillseed business needs, change it to program-related needs. | | |

| | | | |
|---|---|---|---|
| | ***<u>Overall Feedback from our Supervisor</u>***<br>We can consolidate the feedbacks gathered from our User Testing and present it to Prof Gan to gather feedbacks. | | |
| 2. | <u>Present demo to our supervisor</u><br><br>Showcase additional task:<br>- E-Signature<br>- Release Confidential Documents<br>- Offer the program to the participant<br>- Send email to notify on your application progress<br>- Has Paid function<br>.<br><br>***<u>Supervisor's Recommendations</u>***<br>Update the Business Process. During Mid-Term, we can show our business process first before presenting the demo.<br><br>Demo should consist of the following:<br>- Go through the scenario<br>    o Goal<br>    o Why do you want to use it for<br>    o Background<br>    o Business Process for both Participants & Administrators<br>    o Choose one thing that is specific to your goal for this application<br>- Role Play | | |
| 3. | <u>Discuss about the Project Development Progress</u><br><br>- Must show the planned vs actual<br>    o Highlight the difference between them<br>    o For our planned, it is only 75% completed since we do include additional feature in our schedule<br>- Go Live: 1st October<br>    o Best to have a few applications being submitted before Mid-Term | | |

| | | | |
|---|---|---|---|
| | - Use a bar chart for metrics<br>    o Main purpose to collect metrics is because it gives us warning if things are not going as planned. The follow-up action could be change of scope or schedule.<br>- There is a long list of change log on Wiki.<br>    o Can choose a few major ones to present during Mid-Term<br>    o Have different color notations for the tasks that have been added or removed. | | |
| 4. | <u>Schedule next meeting with our supervisor</u><br><br>Date: 03rd October 2014 (Friday)<br>Time: 2pm | | |

**<u>Summary of task list</u>**

| S/N | Task Name | Person Responsible | Deadline |
|---|---|---|---|
| 1. | To change the business process | Pei Qin | *By next meeting, 03 Oct' 2014* |
| 2. | To start working on the Mid-Term PowerPoint slides | Pei Qin, Thandar | |

Prepared by:

***Chua Pei Qin***

Observers:

***Thandar, Kawi***