



TEAM VULCAN
INTERNAL MEETING 28

Date:	5 th November 2015
Time:	12 pm
Venue:	SMU School of Economics, Level 3
Attendees:	Heng Kok Chin, Low Wei Ting, Gareth Ng, Chan Jing Vin, Yeo Cheng Fu, Benjamin Chia
Absentees:	

Agenda:

- Review Poster, Video
- Preparation for User Test 5 & Pilot Test
- Updates & To Do

Discussion:

Review Poster, Video

- Team has went through one round of review and commented. Wei Ting will continue work on Poster, Cheng Fu will continue work on Video.

Preparation for User Test 5 & Pilot Test

- Team will be doing User Testing on 6th Nov, from 12pm to 6pm.
- User Test 5 will focus on new functions, and the whole flow of mobile.
- This User Test will include past users and mainly SIS students to help identify bugs/issues.
- Jing Vin will do up screenshot as preparation for Pilot Test, all screenshots will be part of documentation.

Updates & To Do

- Team will resolve most issues found from User Test 5 by Tuesday, 10th November.
- Outstanding issue should be resolve as well. – Jing Vin will coordinate.
- Pending Livelab's approval to shift to production server. – Wei Ting will coordinate and check over the weekend.
- User Acceptance Testing will be done on 6th November, after which no more changes to scope is allow. – Jing Vin will coordinate. Tentatively we will be handing over to sponsor by 19th November.

The meeting was adjourned at 6 pm. Next meeting to be scheduled, tentatively 12th November 2015, 1.30pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared By: Low Wei Ting

Vetted By: Heng Kok Chin