PR⊙GNESIS

TEAM MEETING MINUTES

Date:	08/10/2015
Time:	1330hrs
Venue:	SIS Level 5 & LKCSB GSR 2.15
Attendees:	Claudia Foong Pui Shuen , Goh Yi Xuan, Karen Lim Wen Yan, Vu Hoang Minh
Agenda:	<u>IDP (In preparation for FYP)</u> 1. Evaluate hi-fi prototype v1.1 2. Draft study design 3. Draft study task consent 4. Draft study task instructions

No.	Task	Follow Up(Person-In-Charge)	Deadline
1.	Evaluate hi-fi prototype v1.1	Update prototype to include UI changes (Minh)	08102015

2.	**Draft study design**
	<u>**Goals and data:**</u>
	1. Users should be able to complete task #1 without guidance from a test facilitator
	    a. (**qualitative**, **observation**) Critical incidents
	    b. (**qualitative**, **observation**) Think-aloud data
	
	2. Users should find the system's functions useful in improving the firm's efficiency
	    a. (**qualitative, question**) How would the functions be used?
	    b. (**qualitative, observation**) User's comments
	    c. (**qualitative, question**) How do you think we can improve on the UI?
	
	3. Users should be able to interpret information from the graphs without guidance
	    a. (**qualitative**, **observation**) Think-aloud data
	    b. (**quantitative, observation**) Time taken to gather data required
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4. Users should have clear understanding of the root cause of an alerted problem
    a. (**quantitative, observation**) Think-aloud data
    b. (**quantitative**, **question**) Agree/disagree with "I found the notification easy to understand" on a 1-7 scale

5. Users should find it easy to access different time range of a specified graph
    a. (**quantitative**, **observation**) Think-aloud data
    b. (**qualitative, observation**) Time taken to get specified graphs to show

Recruiting:
1. Business Owners of logistic SMEs
    a. We will recruit them through our sponsor's contacts which will include our potential customers in future.
    b. We could contact other SMEs similar in nature through emails with contacts that are listed online.

2. Operations Managers in logistic SMEs
    a. If we are able to recruit Business Owners as our participants, we could, at the same time, ask if we could conduct our study with their Operations Managers.
    b. We could also ask if the Operations Manager is willing to participate in our study even if the Business Owners of the companies we contact were unwilling to.

Environment:
1. We will conduct our study in the user's office during office hours as that will be the desired environment in which our application will be used in reality. Our prototype will be run on a Mac OS (our

	own laptop) but the actual application can be run on both Mac OS and Windows OS.		
3.	Draft study consent	-	08102015
4.	**Draft study task instructions** **Task 1:** You are currently in your office and you would like to find out how your company is doing through the use of the application. Navigate through the application and find out how your **business is performing** for **this month**. Elaborate on how you would use the application to help you gauge your company's standing. **Task 2:** As you are going through the application, you noticed that certain worrying occurrences (e.g profit below your expectations) that require your attention and would like to be informed of such occurrences in future. Find out how you would ensure that you receive such critical information once such occurrences happen. **Task 3:** You just accepted an important delivery to be made for Lusola, a new client. This delivery determines the success of a potential permanent partnership. In order to uphold the reputation of your company, you are required to ensure the timeliness of the delivery and that the goods are delivered in good condition. With the help of the application, you would then shortlist a reliable candidate for the delivery. **Task 4:** As a business owner, you are not only concerned about the overview of your company's performance. You are also keen to find out the different factors that contribute to	-	08102015

your business performance.

Some of the information is viewed by you frequently. Find out how you would make the information visible to you to on your dashboard.

Task 5:
To reflect on your company's performance, you would like to see how your company has performed over the period of 13 August 2014 - 13 September 2015.

With the help of the application, find out how your business is doing for that time period.

Task 6:
As you are going through the application, you receive a notification regarding an anomaly in the data.

With the help of the application, find out what has happened.

Task 7:
Satisfied with the information you have viewed for today, you decide to close the application.

Vetted by: Eva

Follow up: To be circulated amongst team