

SUPERVISOR MEETING MINUTES

Date:	29/03/2016
Time:	1100hrs
Venue:	Prof Chris Boesch's Office
Attendees:	Claudia Foong Pui Shuen, Eva Tan Guan Hua, Karen Lim Wen Yan
Absentees:	Nguyen Luong Thanh, Vu Hoang Minh, Goh Yi Xuan
Agenda:	1. Update Prof on User Testing

No.	Task	Follow Up(Person-In-Charge)	Deadline
1.	<ul style="list-style-type: none"> - User is a 1 man logistics company - Holds all order records in phone and excel sheet - Manually calculates delivery fulfilment rate 		
2.	<p>Feedback</p> <ul style="list-style-type: none"> - Users may not say the truth about usability of the application through surveys - Proof of concept should be demonstrated from usability testing - Try to move around the same type of users (medium SMEs) - Have enough data to back up claims. For instance, 8/10 users find this easy to use, with the claim as easy usability of the application. - By this date, client was not able to provide actual users so our aim is to have xxx users from the logistics SMEs for our user testing by <date> to ensure that our application meets the need of yyy. 	-	-

Vetted by: Karen

Prepared by: Eva

Follow up: To be circulated amongst team