



INTERNAL MEETING MINUTES

Iteration No.	6
Meeting No.	2
Date of Meeting: (Day Month Year)	02 February 2014
Time: (hh:mm to hh:mm)	14:00 to 16:00
Venue:	SIS Level 2
Meeting Chairperson	Low Wen Guang

1. Meeting Agenda

(a) User Testing 1 Preparation

2. Attendance**Name [Absent/Present]**

Bie Ya Qing [Present]

Low Wen Guang [Present]

Sebastian Kiran Joy [Present]

Tan Guo Hao [Present]

Tan Rui Jia Noelle [Present]

Victor Lee Hong Zhi [Present]

3. Discussed Content**Topic**

(a) User Testing 1 Preparation

a. SOP

i. Responsibilities/manpower allocation



1. All to know how both apps function
 2. Briefings – Wen Guang
 3. Registration – Guo Hao
 4. Victor, Noelle – Photographers, Focus Group Facilitators
 5. Monitor servers, assist with technical errors – Kiran, YaQing
- b. Manual Walkthrough
- c. Details
- i. Date: 3rd February
 - ii. Time: 4.30pm – 5.30pm
 - iii. Venue: SIS CR 3.1, Focus Groups: SIS GSR 3.5, 3.6

4. Next Meeting	
Date of Meeting: (Day Month Year)	03 February 2014
Time: (hh:mm to hh:mm)	19:00 to 21:00
Venue:	SIS GSR 3.5

5. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)		
Description	Prepared by	Due Date
Print signup List, credit form	Noelle	03 February 2014
Purchase Refreshments	Victor, Wen Guang, Guo Hao	03 February 2014
Create Mock Event	Wen Guang	02 February 2014

Minutes Prepared By Tan Guo Hao, Victor Lee Hong Zhi

Date 02 February 2014

Vetted and Edited By Low Wen Guang

Date 02 February 2014