



TEAM HEI

CLIENT MEETING MINUTES 02, 31 OCTOBER 2014

Subject:	Minutes 02
Date:	31 October 2014
Time:	4.00pm
Venue:	IDA
Secretary:	Ngoh Jun Dat

Attendees:

1. Eyung Lim (Sponsor)
2. Lu Shanshan (Product Owner)
3. Chew Boon Fong
4. Ngoh Jun Dat
5. Chester Chiew Wei Hong
6. Jasmine Lin Qianru
7. Keith Tan Xiang Wei
8. Kong Yu Ning

Meeting Agenda:

1. User Test
2. Multiple Campaigns Creation for a User
3. Wireframe
4. Acceptance Presentation Deck Review
5. Highlight Amendments to Project Schedule
6. Highlight Amendment to User Requirements Specification Document

Planned Agenda

1. User Test

- 1.1. The team conducted the first user test with our client, IDA.
- 1.2. Eyung and Shanshan commented that the application should not allow user to edit or delete a campaign after the email variants are sent out to the recipients.
- 1.3. In event that a user would like to amend the details of the email variants, he/she should create another campaign.
- 1.4. Eyung and Shanshan added that the campaign end date is the only field that can be amended after the email variants are sent.
- 1.5. Eyung clarified with the team if the application will allow user to create more

than two email variants and Yu Ning explained that this feature would be implemented in the later sprints.

- 1.6. Shanshan mentioned that by default the application should assign 50% of the recipients to receive Email Variant A and another 50% of the recipients to receive Email Variant B.
- 1.7. Eyung said that he would approach the Solution Architect from IDA to learn more about the industry practice for our database design.
- 1.8. Shanshan requested for a modal popup to inform the users that he/she would be proceeding to send out the email. The application should also allow the users to confirm the email variant details before sending out the email.

2. Multiple Campaigns Creation for a User

- 2.1. Shanshan said that after discussion with Eyung, it is decided that a user is able to create multiple campaigns in the application.

3. Wireframe

- 3.1. Keith presented the wireframe for the dashboard to IDA.
- 3.2. Eyung and Shanshan commented that the colour can be more vibrant.
- 3.3. The team commented that the colours used were conservative but Eyung and Shanshan added that the team can be bold in using colours; brighter colours can also be used.

4. Acceptance Presentation Deck Review

- 4.1. Jun Dat presented the acceptance deck to IDA and showed storyboard to IDA.
- 4.2. Eyung mentioned that when presenting on the Project Motivation, the team has to present from a need perspective. He added that this project is essential for the government sector and it is in the pipeline for development.
- 4.3. Jun Dat enquired the rationale behind building this application instead of buying it. Eyung explained that currently to IDA's knowledge, the existing solutions are offered as PaaS in the market and data would be residing on third party servers instead of government's servers. This posed an issue as the data from the experiment is sensitive in nature. Eyung also added that the government would want more control and the ability to customise this application to cater to their needs. Furthermore, it is also more cost effective to build it and open it up to the many agencies to use given the many different government agencies in Singapore.
- 4.4. Eyung mentioned that this project would take about 2 years and the team would only be covering one aspect of this project. He explained that after the project is completed, IDA will take over to conduct code analysis and rigorous testing (including whitebox and blackbox testing) before it is being deployed to Government cloud.
- 4.5. Eyung commented that for the slide on Scrum, we have to show that it is iterative.
- 4.6. Eyung mentioned that we may want to include Hudson and Boon Fong in our slides.

5. Highlight Amendments to Project Schedule

- 5.1. Jun Dat explained the changes in the project schedule.
- 5.2. The team has readjusted the tasks and the project would now be completed in 12 sprints instead of the 11 sprints previously.

6. Highlight Amendments to User Requirements Specification Document

- 6.1. Jun Dat explained the amendments to the User Requirements Specification Document.
- 6.2. Scheduled report is now an optional feature instead of being classified as a secondary function previously. This is in accordance to the Product Backlog as discussed.

Others

1. Future Plan for Email A/B Testing Application

- 1.1. Eyung and Shanshan shared with the team the future plan of this application after it is developed by our team.
- 1.2. She added that Public Service Division (PSD) may take ownership of the A/B testing platform and the application will be offered as a service for different agencies to use. Agencies would need to subscribe to this service in order to conduct experiments with their emails.
- 1.3. The subscription model will be based on the number of email campaigns and the duration of the usage.
- 1.4. This is yet to be confirmed and IDA is still exploring the subscription model.
- 1.5. The above is optional and would not be done by the team in this project stint.

2. ASP.NET MVC

- 2.1. Jun Dat enquired the requirement of using ASP.NET MVC.
- 2.2. Eyung explained that it is secure, scalable and it is an industry standard.
- 2.3. Eyung added that it is dependent on the scope of the project and because A/B testing project is of a significant scale, IDA has decided to use MVC.
- 2.4. Eyung also mentioned that it has to be multi-tiers in order to be deployed on government cloud.

3. Wireless

- 3.1. The team requested for wireless access at IDA and Eyung provided the team with the details to connect to his wireless.

Action Items:

Task	Due Date	Member in-charge
Approach Solution Architect regarding Database Design	13 November 2014	Eyung
Revise Acceptance Deck	4 November 2014	Jun Dat

The meeting was adjourned at 6.00 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Ngoh Jun Dat

Vetted and edited by,

Kong Yu Ning