



## TEAM HEI

### CLIENT MEETING MINUTES 06, 22 JANUARY 2015

|                   |                    |
|-------------------|--------------------|
| <b>Subject:</b>   | Minutes 06         |
| <b>Date:</b>      | 22 January 2015    |
| <b>Time:</b>      | 10.00 am           |
| <b>Venue:</b>     | IDA                |
| <b>Secretary:</b> | Jasmine Lin Qianru |

#### Attendees:

1. Eyung Lim
2. Lu Shanshan (Product Owner)
3. Chloe Lim
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. Task Status for Sprint 8
2. Follow-ups from Previous Meeting
3. Demonstration
4. Project Milestones
5. Questions
6. Any Other Business

#### Planned Agenda

- 1. User Test 02**
  - 1.1. Shanshan said that a test is required after purchasing the Google Premium account.
  - 1.2. Team to perform an internal test.
- 2. User Test 03**
  - 2.1. User Test 03 as discussed would be conducted internally within IDA on 12 February 2015.
  - 2.2. The team would provide test cases for Eyung and Shanshan to test the application

before User Test 03.

**2.3.** A user guide is required to facilitate the campaign creation in our application.

**2.4.** The functionalities to be tested would be: the number of emails opened, link clicked, number of emails sent and device used to open the email.

### **3. User Test 04**

**3.1.** Eyung mentioned that Ministry of Manpower (MOM) intends to see a demonstration of the application before they decide on whether to use the application for a live test.

**3.2.** Shanshan added that the application would need to first clear the screening by IDA before it is opened up for MOM to use.

### **4. Demonstration**

**4.1.** Eyung mentioned that there is a need to do additional research on email forwarding before commissioning it as a function in our application.

### **5. Enhancement and Modifications**

**5.1.** Shanshan mentioned that in the recipient list page, a note is required at the top to inform user the format required to upload.

**5.2.** Shanshan pointed out that for the display of the preview email, it should only be shown when user clicks on an information icon.

**5.3.** Chloe pointed out that it would be useful to allow user to select number of days before the notification is sent out. Shanshan added that the function can be renamed as “Reminder” to facilitate users’ understanding of the function.

**5.4.** Shanshan also added that the team’s proposal of adding a notification to inform users that the campaign has ended should be adopted.

**5.5.** Shanshan and Eyung pointed out that the dashboard should contain both bar charts and alternative line charts to allow users to choose between the tools that best suits them. Chloe highlighted that line charts are tremendously useful in understanding trends.

### **Others**

#### **1. Additional Stakeholder to the Email A/B Test Application Project**

**1.1.** Chloe will be involved in the project from now onwards.

**1.2.** SMU team to include her in all future correspondence.

### **Action Items:**

| <b>Task</b>                             | <b>Member in-charge</b> |
|---|-------------------------|
| Google Premium Account Internal Testing | Jasmine                 |
| User Test 03: Test Cases and User Guide | Jasmine                 |
| Enhancement and Modifications           | Keith & Chester         |

The meeting was adjourned at 11.15 am. 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