

SUPERVISOR MEETING MINUTES#4

Date: 29 Aug 2014
Time: 12:40 pm
Venue: SOE GSR 4-6

Attendees: Trecia, Zhen Jie, Terence, Ming Min & Jinq-Yi

Apologies: Nil

Agenda:

1. Requirement for Supervisor's Meeting
2. User Interface (UI)
3. User Acceptance Testing (UAT)
4. Mid Term Presentation
5. Any other business

	Notes/tasks	Actor	Due Date
1.	<ul style="list-style-type: none"> - 1 supervisor meeting for midterms rehearsal (book SR) - Need to come up with 2 or 3 big components (new features/functionality/ UI) per week to prepare for harsh questions - System demo need not be every week but must be regular 	Zhen Jie	-
2.	<ul style="list-style-type: none"> - Screenshot to show how much our UI has changed. Show trajectory of UI progress in our midterms presentation - Show evidence if we're comparing our UI <ul style="list-style-type: none"> o Use UAT as evidence that our UI is better (we may have progressed but no proof it's "better") - Emphasis on what our main direction in UI. <ul style="list-style-type: none"> o Eg. Consistency, structure 	Zhen Jie	-
3.	<ul style="list-style-type: none"> - Make questionnaire for UAT evaluation, - Week 4 to show supervisor UAT results 	All	Questionnaire by 3-Sep UAT results for following Sup meeting, 12 Sep
4.	<ul style="list-style-type: none"> - Need to show something new and present on it with arguments and evidence - Do not show too much information; focus on the most relative/interesting features to reviewers. 	All	-

The meeting was adjourned at 01:30 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,
Trecia Koh

Vetted and edited by,
Jinq-Yi Lee