



TEAM HEI

CLIENT MEETING MINUTES 05, 9 JANUARY 2015

Subject:	Minutes 05
Date:	9 January 2015
Time:	1.00 pm
Venue:	IDA
Secretary:	Jasmine Lin Qianru

Attendees:

1. Eyung Lim
2. Lu Shanshan (Product Owner)
3. Hudson Lee
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 7
2. Follow-ups from Previous Meeting
3. Project Milestones
4. Questions
5. Any Other Business

Planned Agenda

1. User Test 02

- 1.1. Team explained the major bug identified during our testing.
- 1.2. Eyung advised the team to speak to Hudson and to set up a mail server and enable SMTP server so that our outgoing email will not be blocked due to possibility of spam.
- 1.3. The team to continue to work on "On behalf of" functionality.

2. User Test 03

- 2.1. As discussed, UT3 will be conducted with IDA by Shanshan's team (approximately 30 participants).
- 2.2. IDA advised that they would like to conduct a UT within Shanshan's team (smaller

group) before reaching out to other government agency (larger group).

- 2.3. IDA updated the team that Ministry of Manpower (MOM) has expressed interest in email analytics. It is added that IDA needs to review the application that the team has developed before opening it up to external government agency to use.
- 2.4. It is decided that UT4 (by external government agency e.g. MOM) will be conducted after the team's Midterm Presentation as planned.
- 2.5. User Test 03 is set to be conducted in the week of 9 February to 13 February 2015. Team to provide the address for Eyung and Shanshan to test on 9 February 2015 before the official UT3 on 12 February 2015.
- 2.6. IDA will assess the intuitiveness of the application.

3. User Test 04

- 3.1. Eyung mentioned that it will be a good experience to learn to work with MOM.
- 3.2. Eyung added that currently, he does not have an idea how many email recipients would MOM be targeting.
- 3.3. If MOM is not available, we would have to find other participant for this user test.

4. Subsequent Sprint Review Meetings

- 4.1. Sprint 8 Review Meeting is on 22 January 2015 at 10am.
- 4.2. Sprint 9 Review Meeting is on 5 February 2015 at 10am.
- 4.3. User Test 03 will be on 12 February 2015 at 10.30am and the venue will be at IDA office #08-01.
- 4.4. Sprint 10 Review Meeting is on 24 February 2015 at 11am.

5. Demonstration

- 5.1. IDA would prefer the order to be Scheduled, Current and finally Past Campaigns.
- 5.2. Shanshan requested for an Information Icon to be added for users to understand the difference between regular and A/B Variant Test.
- 5.3. When defining the assigned percentage, if the total does not sum up to 100%, the application should not allow the user to proceed to the next stage. Application to show total percentage.
- 5.4. In Build Template option, Output to be changed to Preview.
- 5.5. At Schedule Delivery:
 - 5.5.1. Have additional button "Send Test Email" to test send
 - 5.5.2. Change "Confirmation Email" to "Test Email" so that user can enter a few different emails to try if check if the alignment in their email is correct
 - 5.5.3. Confirmation email allows the user to see a preview sample of the email before it is being sent out officially
 - 5.5.4. Have a description to inform user that they are able to enter more than one email in the email confirmation field
 - 5.5.5. Duration should be flexible, to include an information icon to inform user that the duration is based on the contract signed
 - 5.5.6. Have "Notify Email"
- 5.6. Application should show the number of emails being sent out in the dashboard.
- 5.7. Team to test if multi-threading would still work after the browser is closed.
- 5.8. Application to include a "Save" option to allow user to save the page in case the browser is being closed accidentally.

Action Items:

Task	Member in-charge
Send Sprint Review Meeting Invites	Shanshan
Set-up Mail Server	Chester
Enhancements and Modifications to Application	Yu Ning & Keith

The meeting was adjourned at 2.30 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