



## INTERNAL MEETING MINUTES

<b>Iteration No.</b>	5
<b>Meeting No.</b>	2
<b>Date of Meeting:</b> (Day Month Year)	13 January 2014
<b>Time:</b> (hh:mm to hh:mm)	17:30 to 19:30
<b>Venue:</b>	SOB GSR 1.1
<b>Meeting Chairperson</b>	Low Wen Guang

**1. Meeting Agenda**

- (a) Admin
- (b) Heuristics Evaluation Template
- (c) Execution Plan

**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) Admin
  - i. Who's coming?



<p>a. Fennie, Chee Yong, Zhang Fan, Li Xian, Yousef, Glen, Jiahang, Song Rui, Hao Xian</p> <p>ii. Venue: SOE GSR 3.18</p> <p>iii. Time: Between 4.30pm to 6.30pm</p>
<p>(b) <u>Heuristics Evaluation Template</u></p> <p>i. Ask evaluators to read through the rules of thumb to ensure consistency in the filling of problems</p> <p>ii. Give each evaluator 1 piece of template (i.e. 3-4 problem tables)</p>
<p>(c) <u>Execution Plan</u></p> <p>i. Introduction of App purpose and capabilities</p> <p>ii. Read the heuristics rules of thumb</p> <p>iii. Demo</p> <p>iv. AAR</p> <p>v. Roles &amp; Responsibilities: Noelle [Photographer], Wen Guang [Oversee Execution], Victor, Guo Hao, Kiran, Yaqing [Facilitators]</p> <p>vi. Tasks</p> <p>a. Web: Simulate as an event organiser</p> <p>1. All completed functionalities</p> <p>b. Mobile: Simulate as a participant going for an event</p> <p>1. All completed functionalities</p>

4. Next Meeting	
<b>Date of Meeting:</b> (Day Month Year)	16 January 2014
<b>Time:</b> (hh:mm to hh:mm)	19:00 to 21:00
<b>Venue:</b>	SIS GSR 2.6



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**5. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)**

Description	Prepared by	Due Date
Understand execution plan	ALL	17 January 2014

**Minutes Prepared By** Tan Guo Hao, Victor Lee Hong Zhi

**Date** 13 January 2014

**Vetted and Edited By** Low Wen Guang

**Date** 13 January 2014