Supervisor Meeting

Meeting Minute Number	07
Date	17/10/2014
Time	15:35 – 16:10
Venue	SMU SIS Level 5 [Prof Gan's Office]
Attendees	Ken, Pei Qin, Thandar, Sithu, Kawi
Absentees	Nil
Agenda Topics:	1. Share about our midterm reviewer feedback 2. Revisit our scope for the rest of the term 3. Discuss our plan for the User Testing 3 4. Schedule next meeting with our supervisor

S/N	Action items	Person Responsible	Deadline
1.	<u>Share about our midterm reviewer feedback</u> **Prof Jason Review Feedback:** Requirement change from reviewers: ▪ Proposed: Save application details in Profile ▪ Our Response: We'll try to work on it. **Prof Chris Review Feedback:** Is it possible to prove that this experience meets the need and / or if it is enhancing the client's key metrics? *Guidance from our supervisor:* We can look into: ▪ What are some of the key metrics in finding out the acceptance of the project? ○ Measure by time completion? How long it takes for someone to create?Or is it very subjective kind? - Need to ask our sponsor ▪ Investigate on the automation of the 5% testing for grunt.		

	Our supervisor, Prof Gan's Feedback:		

	X-Factor:
	Can explore other X-Factors since we do not have an actual event that sponsor is able to host before our Finals.
	
	We can look at Project Management stuff like metrics.
	- Like how we do user testing better.
	   o How this testing thing can improve the feel for the users. → Might be useful for x-factor
	- Think of innovative ways to make the UI looks easy.
	   o Does not require user to key in - will auto-fill
	- E-signature - Look at One-Piece for reference
	
	Project Management:
	
	- Figure out what metrics you want to collect (other than bugs & risks)
	- Ensure its useful to you → automated testing
	- How you deal with user testing		

2.	Revisit our scope for the rest of the term Update: All core and secondary functionalities are almost completed. Thus, we can add in new features suggested by two of our reviewers - saving the application at the profile page and automated testing.		
3.	Discuss our plan for the User Testing 3 The testers for our UT3 will most likely be participants from SMU Students who are interested in going for OCSP. *Suggestions made by our supervisor:* The participants that we are seeking are volunteers who are just going to apply. We should find real users to test the system out. Else no one will figure out what goes wrong in our system. Since we'll be meeting our sponsor on this coming Monday, 20th October, we can ask them to conduct the testing and help to		

	add a few programs. On the account that we would not have other new functionalities, user testing would be a main factor to look at. The main thing would be the different interface to update. Can input it in the change logs or minutes so as to facilitate us when we present during the Finals. (Things we do after mid-term)		
4.	Schedule next meeting with our supervisor Date: 24th October 2014 (Friday) Time: 3.30pm		

Summary of task list

S/N	Task Name	Person Responsible	Deadline
1.	To finalize the documents for User Testing	Pei Qin, Ken	*19th October 2014*

Prepared by:

Chua Pei Qin

Observers:

Thandar, Kawi