Supervisor Meeting

Meeting Minute Number	08
Date	07/11/2014
Time	15:30 – 16:20
Venue	SMU SIS Level 5 [Prof Gan's Office]
Attendees	Ken, Pei Qin, Thandar, Sithu, Kawi
Absentees	Nil
Agenda Topics:	1. Discuss our plan for the User Testing 4 2. Share on the documents prepared for User Testing 4 3. Review our development progress 4. Discuss on the X-Factor 5. Schedule next meeting with our supervisor

S/N	Action items	Person Responsible	Deadline
1.	<u>Discuss our plan for the User Testing 4</u> Date: 16 November (Sunday) Issues Faced: Bringing outsiders (volunteers, teachers & Project Skillseed's partners) into the school.		

2.	<u>Share on the documents prepared for User Testing 4</u>
	
	Total testers for Administrator Role: 15
	How are we going to collect the data?
	   a. Task Scenario for Participants & Administrators
	      i. Prof Ben: The scenario is a bit too detailed. The idea of having a task scenario is to be able to do the task without walking them through
	
	   b. Post-Survey Questions
	      i. Prof Ben: Missing one question – List 3 things you dislike about our system. Can consider using Loop11 or to record the timing manually		

3.	Review our development progress Run through on the following functionalities: Manage email template, Duplicate form template Problem Occurred: Have issue with the live version. Clicking on the number of applicants does not reflect the result.		
4.	Discuss on the X-Factor Prof Ben: Think of something useful for the X-Factor. Can use this system for other stuff other than the programmes installed for Skillseed. For SMU, do they have events for the OGLs? If possible, can engage as many CCA groups and present the result.		
5.	Schedule next meeting with our supervisor Date: 21st of November (Friday) Time: 3.30pm		

Summary of task list

S/N	Task Name	Person Responsible	Deadline
1.	Start working on Final Presentation Slides	Pei Qin, Thandar	-
2.	Edit on the User Testing documents	Ken	*15th November 2014*

Prepared by:

Chua Pei Qin

Observers:

Thandar, Kawi