

**MENTOR MEETING MINUTES**

Iteration No.	7
Meeting No.	1
Date of Meeting: (Day Month Year)	27 January 2014
Time: (hh:mm to hh:mm)	16:00 to 17:30
Venue:	SOB GSR 2.5
Meeting Chairperson	Tan Rui Jia Noelle

1. Meeting Agenda

- (a) User Testing
- (b) Advice for Functionalities
- (c) Poster Day
- (d) AOB

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) User Testing

- UT on 3rd Feb
- What kind of questions should we ask the evaluators post UT to know what needs to be improved on?
 - i. Figure out the situations and find out what we're testing
 - ii. Give them the requirements they need to test and see how they 'struggle' or go through with it.
 - iii. Do a dry run – run through our own system ourselves pretending we don't know anything
 - iv. Is it adequate from their perspective?
 - v. Use cycles to determine: The different cycles covered under the condition, cover each of the scenarios (i.e. If within the cycle a user inputs wrong information, how can we change it?)
 - 1. Have different sub tests within the cycle
 - 2. Simulate full strength and quality
 - 3. Determine if we want it to be 'Self-service' → organiser does cradle to cradle event cycle or non-self serve → Organiser gets help from us along the way.
 - 4. From these scenarios come up with the questions: ease of use, etc
- Success in testing: measuring your actual test output vs the expected result
- Function and usability
 - i. Number of people
 - ii. Document the issues and match the expected results
 - iii. Use our test cases to compare expected and actual results, even for UT.
 - iv. Just stick to one type of testing. Adopt only 1 kind and stick to it.
 - v. Need to run volume tests (load test) alongside the function tests
- In the commercial world, testing is carried out by hiring professional testers.
 - i. Alpha version to the hired testers. Beta version to the external pool of testers. They follow a methodology and have a set of expected results to complete
 - ii. Testing tools: mercury
 - iii. Testing environment: need to go for both quality and quantity.
- Do up a SOP that will not overlap with integration testing. Edit the test plan for

integration testing and run through again, ensure no repetition or double work.

- The more evaluators, the more varied the answers will be.
- Need both quantity and quality. Have 5 person shake and 95 simulated shake.

(b) Advice for Functionalities

- What to do with our Lucky Draw function?
- We still think it's useful but we don't know how to implement it in a way to actually make it seem useful to organisers.
- Nature of Lucky draw
 - i. Usually happens at the last part of the event to make participants stay. Not quite a reward.
 - ii. There needs to be a trade, a value exchange.
 - iii. The lucky draw has to be tied to something – for example submit feedback form and get a chance at the lucky draw
 - iv. Should **not** stand on its own. Should be based on a criteria beneficial to the organiser
 - v. Think of what other things are possible besides staying late, or getting feedback forms
- Should we display analytics to participants on mobile?
 - i. Quantify the number of events, connection etc. If we're not able to retrieve that kind of info, than don't display at all.
 - ii. 1/200 people that attended a particular conference. Do the participants really need this? Close friends attending?
 - iii. Try to find things that can prompt participants to join another event organised by the same organiser. E.g. Post-conference: materials out, download, can recommend next events
- How to get more downloads?
 - i. Chicken and egg – participants or organisers first? Either pool requires the other.
 - ii. Is not really chicken and egg. It is driven by the organiser. The organiser would need to create an event in order for participants to sign up for it.
 - iii. Our app needs a driver. If the downloads don't go up, than evidently there is

something wrong with our app. Why are people not signing up?

- iv. Possible real event simulation: Android user group – Chua Zi Yong, Mr Chak has his contact.

(c) Poster Day

- o Poster Day – How to advertise our product within that given space? Technical or functional sell? How to position it? How to sell a usage, service/lifestyle product?
 - i. Selling a message – it's a way of communicating the message of your product.
 - ii. 4Ps – placement and promotion
 - iii. STP – target = organisers
- o Save space on poster – QR code
- o Think of how you can value-add potential users. Any competition?
 - i. Help organiser be more organised, increase user's event experience: break down into sub points and find out the salient points
- o If it is possible for the participants to bypass organisers to use our app, than we may have a 2nd customer pool. But there will be a lot of loopholes and missing information. And there may be a need to collect money from them.
- o Do the attendees have any value going to a conference that does not use our application?
 - i. What is our mechanism in getting user data?
 - ii. To validate the agreement, must have the terms and conditions when the user clicks 'accept'
 - iii. Must be able to unsubscribe
 - iv. Whoever owns the data needs to have the capability to control the data



(d) AOB

- Jennifer CMI this week due to business commitments
 - i. Tentatively 4-6th Feb
- Yen from FlickEvents will meet us separately
 - i. Jennifer is more encompassing
 - ii. Two separate sessions
- Next meeting on 10 Feb to be pushed back to either 11th or 12th Feb
 - i. Preferably 12th Feb, around 1030
 - ii. Mentor heading back to home town for CNY

4. Next Meeting	
Date of Meeting: (Day Month Year)	12 February 2014
Time: (hh:mm to hh:mm)	10:30 to 12:00
Venue:	TBC

5. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)		
Description	Prepared by	Due Date
Think through SOPs for UT and future integration testing	Low Wen Guang	06 February 2014

Minutes Prepared By Low Wen Guang, Victor Lee Hong Zhi

Date 27 January 2014

Vetted and Edited By Tan Rui Jia Noelle



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