



## INTERNAL MEETING MINUTES

<b>Iteration No.</b>	9
<b>Meeting No.</b>	2
<b>Date of Meeting:</b> (Day Month Year)	10 April 2014
<b>Time:</b> (hh:mm to hh:mm)	12:00 to 14:00
<b>Venue:</b>	SIS GSR 2.7
<b>Meeting Chairperson</b>	Tan Rui Jia Noelle

**1. Meeting Agenda**

(a) User Test 3 Preparation

**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 Test 3 Preparation

- a. Ideal number of testers: 12 iOS, 12 Android
- b. Who? Expert users who own an iPhone iOS 7 and above, or an Android phone and have attended/organised at least 2 events



- c. Venue: SMU Concourse to simulate poster day
- d. Resources Allocation
  - i. Facilitators: WG, Victor, Guo Hao, Noelle
  - ii. Backend Support/Photographers: Kiran, Yaqing
- e. Objectives
  - i. Functional: To ensure technical requirements of the mobile application have been properly met
  - ii. Usability: To ensure the mobile application is easy to use and useful to our target market
  - iii. Value: To measure the value of our application and acquire constructive feedback for the betterment of the mobile platform
- f. Test Environment
  - i. Test participants will be asked to place themselves in a set scenario where they will be required to perform a series of tasks to test functions. These tasks act only as a guideline to observe real interactions between the user and the application. The user will be given autonomy of their own actions.
- g. \*All functions except lucky draw will be tested.

4. Next Meeting	
<b>Date of Meeting:</b> (Day Month Year)	11 April 2014
<b>Time:</b> (hh:mm to hh:mm)	19:00 to 20:00
<b>Venue:</b>	SMU Basement, Concourse



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

Description	Prepared by	Due Date

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

**Date** 10 April 2014

**Vetted and Edited By** Tan Rui Jia Noelle

**Date** 11 April 2014