



## TEAM HEI

### TEAM MEETING MINUTES 15, 3 FEBRUARY 2015

<b>Subject:</b>	Minutes 15
<b>Date:</b>	3 February 2015
<b>Time:</b>	12.00 pm
<b>Venue:</b>	SMU Library, Project Room 2-5
<b>Secretary:</b>	Ngoh Jun Dat

#### Attendees:

1. Ngoh Jun Dat
2. Chester Chiew Wei Hong
3. Jasmine Lin Qianru
4. Keith Tan Xiang Wei
5. Kong Yu Ning

#### Meeting Agenda:

1. Team T-Shirt
2. User Test 03
3. Subsequent Supervisor Meeting Minutes
4. Additional User Test
5. Improved User Interface

#### Planned Agenda

##### 1. Team T-Shirt

- 1.1. The team decided to embark on creating a T-Shirt of our own.
- 1.2. As discussed, the team would like the T-Shirt to be made of cotton.
- 1.3. The preferred colour would be navy blue or grey.
- 1.4. Jun Dat to begin sourcing for suppliers.

##### 2. User Test 03

- 2.1. The team proposed to have a user guide ready by User Test 03 in event that the participants would require it as reference to guide them through the user test.
- 2.2. The team suggested for Jun Dat and Jasmine to research into the different FAQs currently used by other sites.

##### 3. Subsequent Supervisor Meeting Minutes

- 3.1. Jun Dat suggested that for subsequent Supervisor Meeting minutes, Jasmine to

record what was said in the Google Docs so he may add in additional comments during the meeting.

**3.2.** This would also facilitate Jun Dat in writing the meeting minutes in future.

**4. Additional User Test**

**4.1.** Jun Dat mentioned that if there is a need for additional user test, he is able to reach out to SMU Office of Career Services for assistance.

**4.2.** The team suggested keeping this in view.

**5. Improved User Interface**

**5.1.** Keith demonstrated the enhancements to the user interface.

**5.2.** The team commented that it is very impressive.

**Action Items:**

<b>Task</b>	<b>Member in-charge</b>
Source for T-Shirt Suppliers	Jun Dat
User Test 03 Documents	Jasmine
Research into Different FAQs	Jun Dat & Jasmine

The meeting was adjourned at 3.00 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

**Prepared by,**

Ngoh Jun Dat

**Vetted and edited by,**

Kong Yu Ning