

<b>DATE</b>	11 April 2014
<b>TIME</b>	4pm
<b>VENUE</b>	SIS GSR 2-6
<b>ATTENDEE(S)</b>	Chua Pei Shan, Gwendolin Tan, Lim Xin Yi, Shemin Ang, Ng ZhenYuan Supervisor – Mr. Alan Megargel
<b>ABSENTEE(S)</b>	-

<b>AGENDA</b>	1. Updates on Final Presentation Slides
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Topics	Details
Updates on Final Presentation Slides	<ol style="list-style-type: none"> <li>1. Main Focus for Final Presentation Slides is to present updates between Mid-Term and Finals.</li> <li>2. Scope: put “before acceptance” and “after midterms”</li> <li>3. Before Demonstration, there should be a slide with all the terminology.                             <ul style="list-style-type: none"> <li>- For example, what is a lane, what is a mode?</li> <li>- Indicate who are the people using this application.</li> </ul> </li> <li>4. Technical Complexity                             <ul style="list-style-type: none"> <li>- Quickly flash the slides for technical complexity that is presented in Mid-Term.</li> </ul> </li> <li>5. User Testing (Validation)                             <ul style="list-style-type: none"> <li>- Add in the feedback (words itself) for validation test.</li> <li>- Explain that we had put these into change management log, however, after prioritizing, discussion and time limit, team decided not to proceed.</li> </ul> </li> <li>6. User Testing Major Findings 1 Chart                             <ul style="list-style-type: none"> <li>- Legend color is wrong.</li> </ul> </li> <li>7. Project Management                             <ul style="list-style-type: none"> <li>- Handover Application:                                     <ul style="list-style-type: none"> <li>• Indicate when we have done the transition</li> <li>• Print out user manual and give to reviewers.</li> <li>• Documents that we have passed over to the client.</li> </ul> </li> <li>- Change Management:                                     <ul style="list-style-type: none"> <li>• List the top few major change.</li> </ul> </li> </ul> </li> </ol>
AOB	Showed supervisor the application

S/N	Task	Member Responsible	Due Date
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# Meeting Minutes 14 with Supervisor | 2014

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The meeting ended at 4.45pm. These minutes will be circulated and adopted if there are no amendments reported on the next three days.

Prepared by,  
Xin Yi

Vetted and edited by,  
Pei Shan