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| Date: | 27th Feburary 2013 |
| Time: | 930am-1030am |
| Venue: | SIS Level 5 |
| Attendees: | Kevin, Jenzus, Boon Kheng, Sherrie, Jervenne, Wai Mun |
| Agenda: | 1. Technical Demo
2. Mid term feedback
3. UT2 Results
4. Field test/Deployment
5. Handover plan
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| Others: |  |

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| **Issues Raised** |
| 1. Technical Demo
* Radio button at selecting reviewer – remove default value
* Might want to consider changing task matching view - consider allowing user to reorder prioritues?
* Good demo during Sup Meeting!
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| 1. Mid-term Results/Feedback
* There might be a moderation to the marks given by our reviewer
* There was trouble locating the link to our application – ensure that it is very easy to locate
* Consider the ability to client to make changes to system. Not the process, but the information needed. (if need programming, think of how we are going to go about doing that)
* There was a 401 error during the demo. That SHOULD NOT happen. If it is a session timeout, it should be directed back to log in page.
* Both users can edit each others data
* KNOW WHY WE ARE USING WHAT WE ARE USING
* Show the overview of functionalities before demo so that they will be put in context
* Don’t spend so much time on changes – ISSUES was the limelight
* Remember what is the key message behind every component
* Make presentation shorter
* Present effort to justify a 6 man team – explain with hours/numbers.. etc.
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| 1. UT2 results
* Main takeaway – terminologies are unclear.
* The rest are small aesthetic changes
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| 1. Field test/Deployment
* Decide if you want a field test or deployment
* Make it as realistic as possible
* If field test – ensure that client knows data cannot be kept. We will need to craft out some task which is similar to their actual task.
* If field test, inform them when we will be observing them/interview them about their experience
* Track the number of times we were called for help, errors.. etc.
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| 1. Handover Plan
* Kevin to email prof the handover plan for him to comment
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| **Decisions made** |
| NIL |

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| **Changes to be done/Actions to take** | **Done by** |
| Remove default value from selecting task reviewer | Boon Kheng |
| Discuss about task matching view | Box.us |
| Reconsider final presentation strategy | Sherrie |
| Email prof the handover plan for commenting | Kevin |