Team Meeting

Meeting Minute Number	14
Date	09/08/2014
Time	11:00 – 14:00
Venue	SOB GSR 3-34, SMU
Attendees	Ken, Kawi, Sithu, Thandar, Pei Qin
Absentees	-
Agenda Topics:	1. Review on responses and comments from User Testing Session 2. Status Check for Iteration 2 3. Set next meeting time

S/N	Action items	Person Responsible	Deadline
1.	Review on responses and comments from User Testing Session **Response from Project Skillseed Team** Interface: Clear and aesthetic, Professional Navigation: Easy and understandable Interaction: Good UX, some texts and labels are misleading (e.g. Open) *Comments* Include more business logics and validation Include Copyright in footer **Response from participants** Page load is good Interface: some pages are not consistent, the color scheme is not match, the content are so plain and have a lot of white spaces Navigation: Good and easy, the order of the menu items need to edit Interaction: Landing page is not clear and some lost what to do *Comments*		

	Should have notification and confirmation boxes Change common formats for dates Make Avatar more visible Remove redundant menu items		
2.	Status Check for Iteration 2 **Development** Functionalities Pending-s: Upload Document: Having issue with file size Outstanding Bugs: Update profile can be done without authentication The user still can apply the same program that she/he has applied. After replacing an uploaded file, the old file is not deleted Documentation & other Admin Stuffs Prepared outline for Presentation slide Edited Roles & Responsibilities Finalized X-Factor Metrics for Iteration 1 are up Uploaded more info on Wiki Updated Technical Diagram, Use Case Diagram Task 1: Continue working on Presentation Slide Task 2: Fix Outstanding Bugs	Task 1: Thandar, Pei Qin Task 2: Kawi, Sithu, Ken	*Task 1:* *13/08/2014* *Task 2:* *13/08/2014*
3.	Set next meeting time **Team Meeting** Date – 13th August 2014 Time – 1:00 PM – 5:00 PM Venue – SOB, SMU		

Summary of task list

S/N	Task Name	Person Responsible	Deadline
1.	Continue working on Presentation Slide	Thandar, Pei Qin	*13/08/2014*
2.	Fix Outstanding Bugs	Kawi, Ken, Sithu	*13/08/2014*
3.			
4.			

Prepared by:

Thandar Wai Myint

Observers:

Pei Qin, Ken