



## INTERNAL MEETING MINUTES

|   |                    |
|---|--------------------|
| <b>Iteration No.</b>                        | 8                  |
| <b>Meeting No.</b>                          | 3                  |
| <b>Date of Meeting:</b><br>(Day Month Year) | 20 March 2014      |
| <b>Time:</b><br>(hh:mm to hh:mm)            | 19:00 to 21:00     |
| <b>Venue:</b>                               | SOB GSR 3.13       |
| <b>Meeting Chairperson</b>                  | Tan Rui Jia Noelle |

**1. Meeting Agenda**

- (a) Progress Update
- (b) User Test 2 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) Progress Update

a. iOS

i. View Floor Plan



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|---|
| <ul style="list-style-type: none"> <li>ii. Respond to Feedback Form completed</li> </ul>  |
| <ul style="list-style-type: none"> <li>b. Web           <ul style="list-style-type: none"> <li>i. Ping service completed implantation in backend.</li> <li>ii. Voting for booth based on open-ended question.</li> <li>iii. Left with UI for average interval duration of stay within the event</li> </ul> </li> <li>c. Possible iteration delay due to iOS download documents. Still unable to find a way to allow viewing</li> <li>d. Test Plan – Update to include location testing and proof of deployment</li> </ul> |
| <p>(b) <u>User Test Preparation</u></p> <ul style="list-style-type: none"> <li>a. 6-8 experts, must have event organizing experience or have at least attended an event before.</li> <li>b. iPhone users, preferably upgraded to iOS 7</li> <li>c. Test all completed functionalities for iOS. Responses will be monitored via facilitative observation</li> </ul>  |

| 4. Next Meeting                             |                         |
|---|-------------------------|
| <b>Date of Meeting:</b><br>(Day Month Year) | 24 March 2014           |
| <b>Time:</b><br>(hh:mm to hh:mm)            | 15:00 to 16:00          |
| <b>Venue:</b>                               | SIS Basement, Concourse |

| 5. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) |             |          |
|---|-------------|----------|
| Description   | Prepared by | Due Date |
|   |             |          |
|   |             |          |



IS480 AY2013/14 SEMESTER 2

**Minutes Prepared By** Low Wen Guang, Victor Lee Hong Zhi

**Date** 20 March 2014

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

**Date** 20 March 2014