AGENDA OF MEETING

Meeting Title	Combined Team Minutes
Date	16-09-2012
Start Time	0100
End Time	0800
Called By	Suriyanti
Venue	Li Ka Shing Library PR 5-5
Attendees	Glorya, Minh, Jek Bao, & Suriyanti
Objective	Finalise User Testing 1 and Report Content

PREPARATION FOR MEETING:

Please Read:	Please Bring:
-	-

ACTION ITEMS FROM PREVIOUS MEETING:

No	Action Item	PIC	Comment	Due Date	Status

AGENDA TOPIC:

No	Agenda Topic	PIC	Due Date
1	Finalise UI	Minh	
2	Finalise UT flow and content	Suriyanti	
3	Discuss Report content	Jek Bao	

MINUTES OF MEETING

Meeting Title	Continue with current tasks & Prepare for UT1
Date	16-09-2012
Start Time	0100
End Time	0800
Venue	Li Ka Shing library PR 5-5
Invitee List	Glorya, Minh, Yosin, Jek Bao, & Suriyanti
In Attendance	Glorya, Minh, Yosin, Jek Bao, & Suriyanti
Absent	-

DECISIONS:

No	Subject	Decision
1	Finalise UI	Change the UI. Add generate optimal schedule in the main page. Added tool tip
2	Finalise UT flow and content	Add description for instruction so that tester will be clearer. Don't need the user to indicate whether they strongly agree or strongly disagree. Agree and disagree is sufficient. Please refer to UT1 Reports.docx and Task.docx for the finalized version of user testing files. Yosin will be overall in charge. Suriyanti and Glorya will be the facilitators.
3	Discuss Report content	Jek Bao listed out all the variables in the report. Team will look through and discuss whether the variables should or should not be included on next meeting.

ACTION ITEMS:

No	Action Item	PIC	Comment	Due Date	Status
1	Report variables	All		21/09/2012	
2	Need to fix the bug that causes error from flight departure v5 line 841	Minh		21/09/2012	
3	Fix the error at flight departure when flights come earlier or later and turns out to be on another day	Minh		21/09/2012	

CARRY-OVER ITEMS FOR NEXT MEETING:

No	Subject	Description

NOTES:

Prepared by,   Vetted and edited by,

Glorya