



## TEAM HEI

### TEAM MEETING MINUTES 12, 6 JANUARY 2015

<b>Subject:</b>	Minutes 12
<b>Date:</b>	6 January 2015
<b>Time:</b>	12.30 pm
<b>Venue:</b>	SMU SIS, GSR 2.7
<b>Secretary:</b>	Ngoh Jun Dat

#### Attendees:

1. Ngoh Jun Dat
2. Chester Chiew Wei Hong
3. Jasmine Lin Qianru
4. Keith Tan Xiang Wei
5. Kong Yu Ning

#### Meeting Agenda:

1. User Test 02
2. Subsequent User Test
3. Supervisor Meeting
4. Midterm Presentation
5. SMU SVN Repository
6. Team Hei's T-shirt
7. IS480 Wiki

#### Planned Agenda

##### 1. User Test 02

- 1.1. Jasmine shared with the team that she has followed up with C4SR and C4SR has responded that they do not have emails that would require the use of our system.
- 1.2. Jun Dat has also reached out to Director Sim of Dato Kho Hui Meng Career Centre but he is currently away on leave and will only return to his desk on 16 January 2015.
- 1.3. Chester has also reached out to Travitas, a CCA in SMU and they have indicated interest in being our participant for our user test.
- 1.4. Team to seek Supervisor, Professor Ben, on his advice for this user test in the upcoming Supervisor Meeting on 8 January 2015.

##### 2. Subsequent User Test

- 2.1. As planned, User Test 03 will be at a government agency level or by a community centre.
- 2.2. Jasmine to work on who would be our participant for User Test 04.
- 2.3. The team to enquire about User Test 03 and User Test 04 with IDA on Friday, 9 January 2015.

**3. Supervisor Meeting**

- 3.1. Jun Dat shared that in the Supervisor Meeting, the team is able to ask Professor Ben any questions that we have, the PM to describe schedule and any issues and the developers to demo the project progress.
- 3.2. The team suggested that having a presentation deck would be ideal to walkthrough our project progress with Professor Ben.
- 3.3. Jun Dat to prepare the presentation deck.

**4. Midterm Presentation**

- 4.1. Jun Dat shared with the team the Midterm Presentation grading criteria.
- 4.2. The team suggested that Jun Dat to begin work on the Midterm Presentation deck.
- 4.3. Jun Dat targets to complete the deck by Week 7.

**5. SMU SVN Repository**

- 5.1. It is decided that SMU SVN Repository will be used as a backup repository for our project.
- 5.2. Jun Dat is tasked to help the team with the configuration and the necessary installation to use SMU SVN repository.

**6. Team Hei's T-shirt**

- 6.1. The team has decided to print a Team Hei's T-shirt for this project.
- 6.2. Jasmine to begin sourcing for supplier.

**7. IS480 Wiki**

- 7.1. Jun Dat and Jasmine to update IS480 Wiki with the necessary changes.

**Action Items:**

Task	Due Date	Member in-charge
Supervisor Meeting Presentation Deck	8 January 2015	Jun Dat
Midterm Presentation Deck	Week 7	Jun Dat
SMU SVN Repository Set-up	6 January 2015	Jun Dat
Source for T-shirt Supplier	9 January 2015	Jasmine
IS480 Wiki	8 January 2015	Jun Dat & Jasmine

The meeting was adjourned at 4.30 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

**Prepared by,**

Ngoh Jun Dat

**Vetted and edited by,**

Kong Yu Ning