**Attendees:**
Shi Kai, Max, Brindha, Hye Ri (Skype), Gui Shi (Skype)

**Internal Meeting Agenda:**
1. Look at revised timeline
   a. this week - guest list up before new years
   b. week 1 of school - guest list table allocation done
   c. week 2 of school - clean up code and UI
   d. <span style="color:red">conduct user testing for the first 2 weeks of school</span>
      i. <span style="color:red">plan and conduct heuristic evaluation</span>
         1. <span style="color:red">on the existing cards</span>
         2. <span style="color:red">one by one observation</span>
         3. <span style="color:red">5 for a start, update, do with another 5</span>
      ii. <span style="color:red">plan and conduct user testing</span>
2. Progress with Admin and Guest List Manager
   a. <span style="color:red">admin card - choose file should not be there</span>
   b. <span style="color:red">waiting for backend for Guest List Manager</span>
3. Getting users (find friends and family, each try to get at least 10? TRY)
   a. message draft to friends and family / on facebook
   b. target: mid jan
4. Testing of all previous cards and manual (debugging during week 2 of school)
5. Usage of graph paper for our meetings

**Discussed:**
- search function for the older cards need to be there
- backend needs to be worked on
- terms and conditions for getting vendors, how do we back up our usage of the the content data, permissions to use their information, are they credible to be used, what if the vendor is not reliable
- think of our application as a commercial application that is to be used
- make sure we cover up whatever loopholes there are that we can find

<u>User testing</u>

- have a user testing with the current components we have
- A/B testing
- prototyping to test with the users
- our focus at the start was supposed to be user-focused (supposed to be front-end heavy)
- cards we currently have do not look like a final product
- get friends to help in user tests

<u>Overall look of the components in our application</u>

- consistency and feel of the whole application together
    - how the colours should go together
    - a colour scheme that we should follow
    - fonts we can use
    - graphics we can use

Getting used to using Graph Paper

- create a new canvas and explore the canvas
- think of ideas on what we can do
- give point of views for the cards to the coders, what can be improved and think about what users would want / prefer
- like an undo button

Bug Metrics

https://docs.google.com/a/smu.edu.sg/spreadsheets/d/1iW0TXVVZvJXQHCAvjlO-UOWM9RrNitt6e2IdR-4njew/edit#gid=1636121829

**In-charge: Max**
Keep this updated, check this regularly and update it

Keep us motivated using deadlines

- no pushing of each other
- meeting to the deadlines
- updating of each other

Mass email / personal visits to vendors for collaboration

- sending emails to ask them to use, it will not work
- letting them know about the general idea of how their service will shown on the Discover card
- how are we going to get vendors to put in their information into the graph paper card, expose the admin card to them???

**Immediate To Dos:**
everyone: get graph paper (hyeri)

brindha: test cases
brindha: pplog detailed one - revise and complete till date
brindha: draft message to get users!

brindha: update max with the new timeline as well
brindha: upload the hakam birthday celebration picture to our gallery
brindha: ask max if the description of graph paper is ok
https://docs.google.com/a/smu.edu.sg/document/d/1XyR18FD_ypCkR8O79YIJcAP9WnRW-N5LHz91yNbJojI/edit

hyeri: get content up and test if new environment still works
hyeri: think about the legal issues that we might face, a plan to get vendors besides using the internet (cause if not, users can do it on their own)

guishi: assist with UI, UX and design for past cards and current card to ensure consistency for better look and feel of all the cards in our application
guishi: plan and conduct user-based prototyping and update wiki

coders:
this week - guest list up before new years
week 1 of school - guest list table allocation done
week 2 of school - clean up code and UI

To-Note
prepare for the next meeting: setting of standards for once the term starts
standard: prepare the prototype for the next iteration halfway through the current iteration (gst)
standard: bug metrics
standard: update of the pplog sheet every time a task is completed
team outing after the meeting!

Next meeting:
1. Planning for heuristic evaluation to usability of the application
2. Girls to try and use Graph Paper and find out some problems and update https://docs.google.com/a/smu.edu.sg/spreadsheets/d/1iW0TXVVZvJXQHCAvjIO-UOWM9RrNitt6e2IdR-4njew/edit#gid=1636121829 if any problems are found
3. Discuss about vendor admin upload information
4. Style and consistency of our components and our application
5. Photoshoot (with Max)

And a thrashing session at the end of it