**Supervisor Meeting Minutes**

|  |  |
| --- | --- |
| **Date** | 18/1/13 |
| **Time** | 315pm |
| **Venue** | Prof Gan’s Office |
| **Attendees** | Siew Lin  Lin Yukai  Ng Sing Lim  Melissa Tian Pei Shi  Chan Zi Jun |
| **Absentees** | None |
| **Minute Takers** | Yu Kai |

**Agenda**

1. Detailed Project Walkthrough/ Review

**Notes for Meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| S/N | Topic | Discussion Details | Actions By |
| 1 | Detailed Project walkthrough / Review | App Demo   * Deployment done with basic functions   + View places/travelogues   + Download travelogue for offline viewing * Version 1.0 catered more for existing users currently * Value Adding is more for current users to view their created travelogues offline   Schedule   * Things to be done in Iteration 6 * Profile page * Memories (Taking Photos & Uploading to Qiito) * Travelogue Map (Online and Offline)   + Offline to KIV, waiting for final decision by client * Smart Itinerary   + Basic UI function exploration instead of actual logic implementation   + Not that important at this stage. Can leave it out for the time being. Focus on memories.   Changes in project   * Get snapshots of different versions, so as to justify the reduction of function scopes if needed * Present in midterm, to emphasize the fact that we are meeting the requirements and constant changes of a small start-up company with limited resources (as a value add) * Push sponsor to think about the bigger picture is sometimes needed for WOW factor. Regurgitating everything from website functions is not WOW enough. * To see more obvious value adding in the project instead of refining performance, UI etc. * To request from client a little more freedom over functions   Prof Suggestion for moving ahead   * When offline and memories are done, deploy v1.1 and then think about user testing. * Next week: Write specific scenario for testing, 2 or 3 test scenarios to test each of the function. Shows actual use and flow of app. * Test with about 10 people would be enough. Target different group of people as well. * Collect qualitative and quantitative:   + Qualitative: what else you want   + Quantitative: Rate, how long certain functions take to complete * To check with Motus Solution again on how to better improve on our current feedback form; removing the need to ask users to state phone model and OS system. * Next week: See what data we can get out of Google Play | Note to All |

**To Be Done**

|  |  |  |  |
| --- | --- | --- | --- |
| S/N | Description | Actions By | Deadline |
| 1 | Work on Memories and Offline Map | Viaxeiros | 25/1/2013 |
| 2 | Test Plan Scenario | Viaxeiros | 25/1/2013 |
| 3 | Check out on the data from Google Play | Viaxeiros | 25/1/2013 |

Done By: Yukai

Vetted By: Sing Lim