

Meeting No. 3

Date: 31 Dec 2014 (Wednesday)
Time: 10AM – 3:30PM
Venue: SOB GSR 2-2

Members

In Attendance: Brindha Menon
 Chua Min Xuan, Max
 Hakam
 Khiew Shi Kai
 Tan Gui Shi
 Seol Hye Ri (Skype)

Absent with Apologies: -

Minutes Recorded By: Brindha Menon

Agenda

	Remarks
<p>Task</p> <ol style="list-style-type: none"> 1. Prof's email <ol style="list-style-type: none"> a. action items for meeting minutes <ol style="list-style-type: none"> i. need to have a template, table form, use the first few meeting templates that we used before b. link to the demo <ol style="list-style-type: none"> i. for ben gan, by 8th JAN for the meeting c. x factor revisions <ol style="list-style-type: none"> i. what are we going to do for numbers? ii. collaboration with wedding planners iii. Jan 7, Wed, 7pm-8.30pm at NAKA, will be your only class to attend. We will introduce the IS480 supervisors, give an overview of the IS480 with survivor tips, and do a 1 min video pitch! 2. Heuristic Evaluation, Prototyping 3. Trial of Graph Paper 4. Bug Metrics https://docs.google.com/a/smu.edu.sg/spreadsheets/d/1iW0TXVVZvJXQHCAvjIO-UOWM9RrNitt6e2ldR-4njew/edit#gid=1636121829 4. Vendor Upload (Admin function) <ol style="list-style-type: none"> a. seek permission from the vendors b. ask prof about this c. must we expose the admin card to the vendors? d. what is the cards you want them to use? e. we need another card that vendors will use to upload their information 5. Style and consistency 6. IDP prototyping start of the iteration 	

- 7. Progress for Guest and Admin
- 8. Photoshoot
- 9. Standards

No	Task	Assigned	Due Date
1	Use template for meeting minutes	Hye Ri	
2	Prepare link for ben gan (deadline: 5th Jan)	Brindha	
3	Ask prof about vendors issue (must we seek their permission? etc. and legal issues if any)	Everyone	
4	Ask Max about his plans after our FYP, wrt Mr and Mrs (SG) Need to credit the source we get the tips and photos from for the notebook tips card	Brindha	
5	Guishi prototype and update https://wiki.smu.edu.sg/is480/IS480_Team_wiki%3A_2015T2_Ma_reeo_Design_%26_Prototype with all iteration prototypes include initiation phase for the couple to choose race and put in wedding details IN OUR TIMELINE, to go through the walk-through of the whole application	Gui Shi	
6	Update timeline	Brindha	
7	Prepare stuff for HE before thursday (meeting with prof) xfactor and market research (statistics about marriages in singapore) update!	Brindha, Hye Ri	

Discussions

External vendors

- **vendors**
 - **plan to approach vendors**
 - **list down the benefits**
 - **establish a user base**
 - **two-way, if there is no user base, there will not be any vendors and vice versa**
 - **how do we convince them to use the application**
 - **the after-FYP plan? who do the vendors contact aft FYP?**
 - **ask Max about carrying on with Mr & Mrs (SG)**
 - **proper proposal how we are going to approach the vendors**
 - **validity period of a discount**

- and a demo of the live application
- discount code eg. MARREOSHOPNAME
- minimum outreach that companies may have
- may be looking for some sort of publicity
- possible idea: use social media (facebook): share their page, advertisement for them
- contact a few vendors and see how their response is and tweak our solution respectively
- admin: graph paper people
 - are they even going to continue with our application
 - how do we make them want to continue with our application
- wedding planners
 - market graph paper to collaborate with the couples to keep themselves

Style and consistency of cards

change for the notebook card: look like blog posts



How to Choose Your Bridesmaids' Dresses

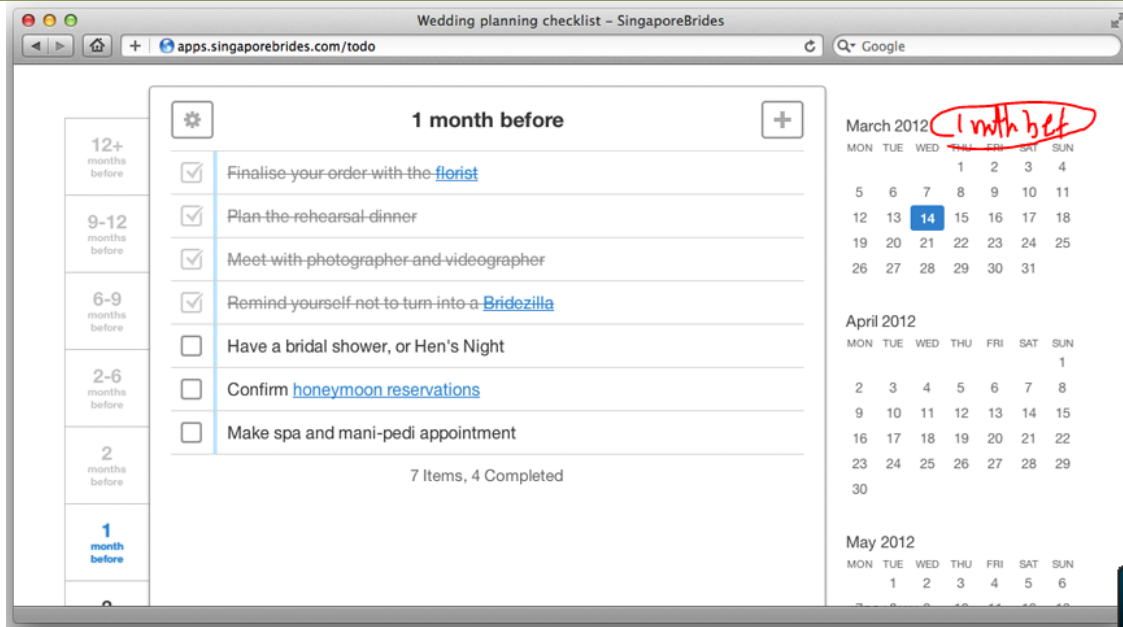
This article discusses about how brides should choose the dresses of her bridesmaids. It listed different considerations like the theme of the wedding, time and season, style and color and others that will surely of great help with the bride to choose the dresses of her bridesmaids.

[more>>](#)



change for the TO-DO card, rename it to timeline

Use the tabbed version for more visual cues: <http://singaporebrides.com/todo/tour> at the calendar part, show the month reference there beside it.



Discover card

- no need to include description of the vendors

Guest list card

Consistency of the cards

- colour scheme
- header height need to be the same
- validation prompts / messages when u key in and submit something
- field name discrepancies
- font face
- font size

refer to this:

<https://docs.google.com/a/smu.edu.sg/spreadsheets/d/1iW0TXVVZvJXQHCAvjO-UOWM9RrNitt6e2IdR-4njew/edit#gid=1636121829>

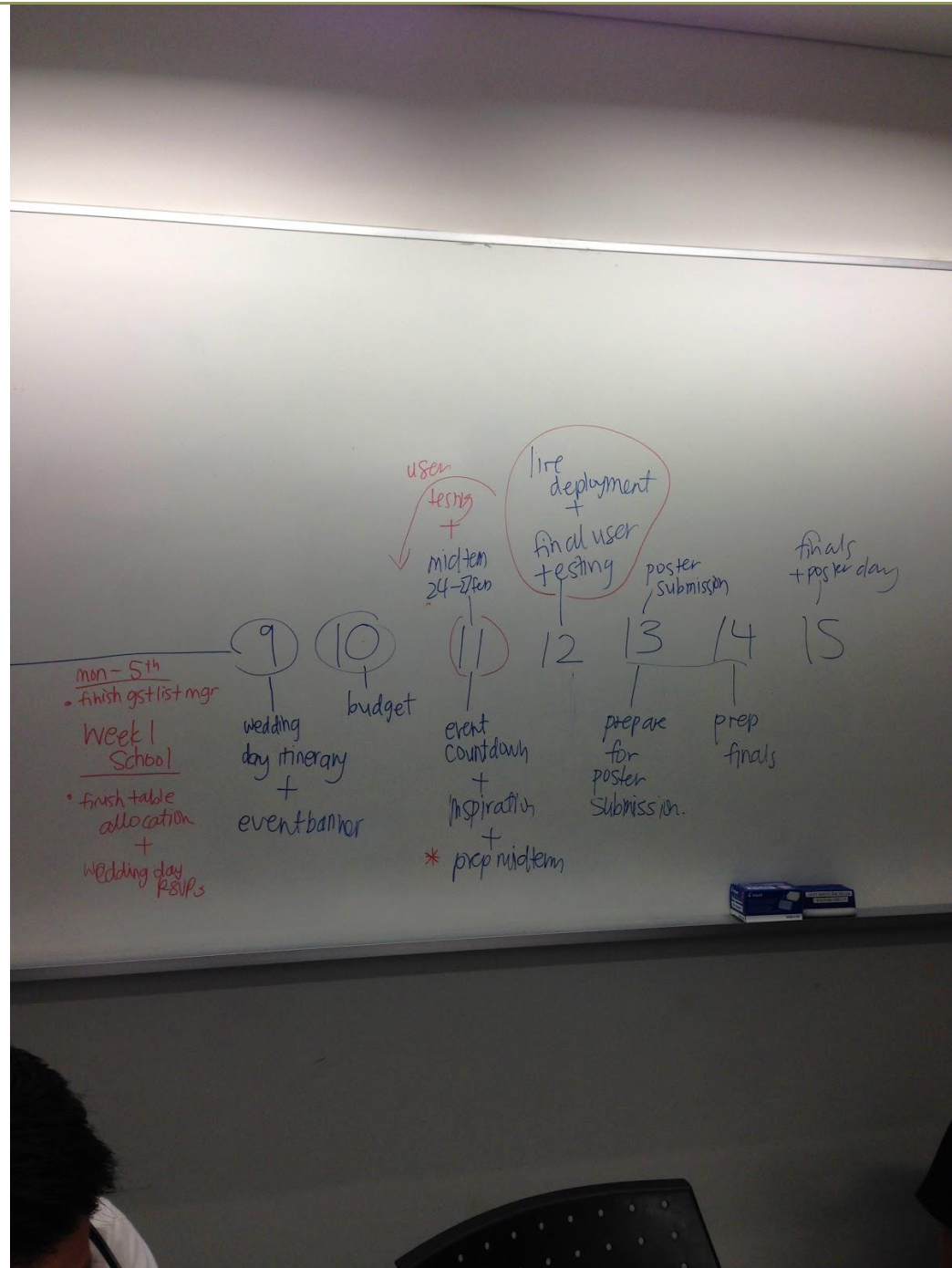
Walkthrough of the whole canvas for users

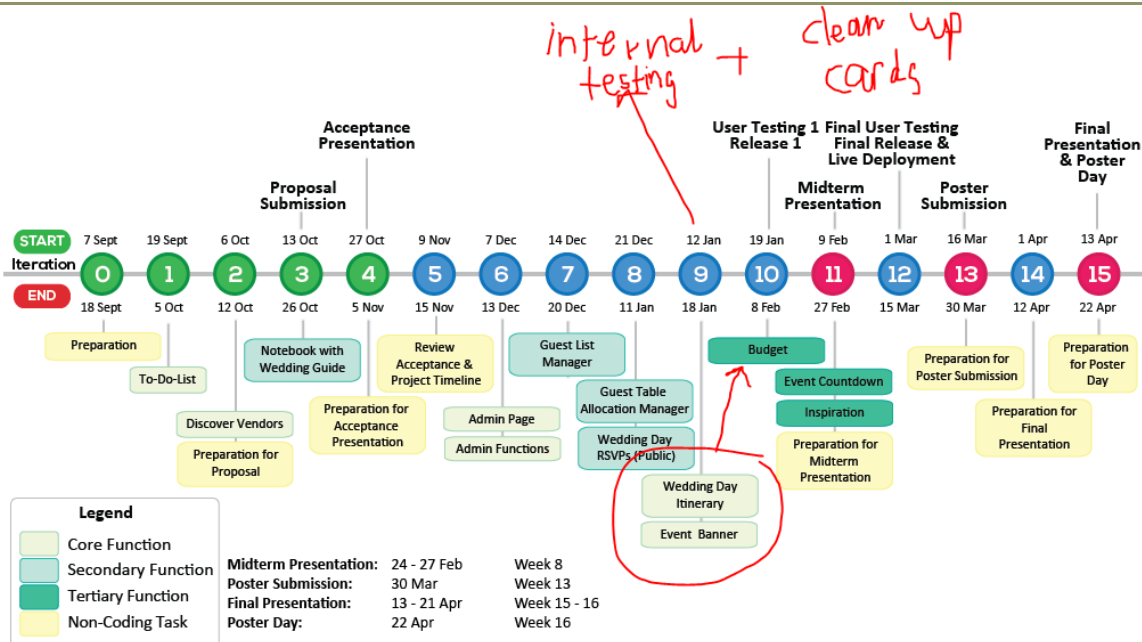
What there is and what they can use

Pitch video

Mr & Mrs SG

Updating timeline





*****Conduct a user testing to test out components we have already done before Sup Meeting*****

User wedding profile

- card to fill in the profile details
- if no wedding profile, then they have to use the profile

Iteration standards

standard: always look at timeline before starting

standard: prepare the prototype and admin for the next iteration in this current iteration (girls), and do the HE test with users with the interface

standard: keeping track of the notes and observations during this HE to update wiki

standard: bug metrics, in charge Max

standard: update "" sheet for every FYP related task completed

link:

standard: brindha update of the plog sheet every time a task is completed

standard: testing 3 days before end of the iteration

Meeting standards

- Check meeting minutes in Google Drive
- Check progress against timeline to adhere to it
- Update Wiki at the end of the meeting on progress (Gui Shi)
- Upload meeting minutes once it is cleaned up (Hye Ri)
- Update PLog google sheet (Brindha)

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- f. Update the calendar and use it!
 - g. Acknowledge reading the meeting minutes at the end of it

Messaging standards

- communicate in group chat for everyone to be updated
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