**Meeting Minutes**

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| **Subject** | **Supervisor Meeting 9** | **Date** | **23/10/2012** |
| **Location** | UPL room | **Time** | 1945-2115 |
| **Vetted by** | Inez Cahyani | **Prepared by** | Clarissa Lo |
| **Attendees** |[x]  Kenny KOH Wei Kien |
|  |[x]  Russell GOH Zhi Wei |
|  |[x]  Stephen HENG Hua Tak  |
|  |[x]  Clarissa LO Ying Li Wuisan |
|  |[x]  Inez CAHYANI |
| **Duration** | 1.5hr |
| **Purpose**  | Updates on development progress of integration with photo taking |

| Key Points Discussed |
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| No. | Topic  | **Highlights** |
| 1 | Microsoft Tag | Assuming 20 seconds is enough for people to scan the Microsoft Tag is presumptuous and having a Microsoft Tag on a pretty photo is unsightly. 2 options:Should separate tag from the photo. Have the latest 5 tags at the right side of the screen with the latest one being bigger than the rest. Improves throughput time as it allows next shopper to use AlterSense while the previous shopper would stay on the right side to scan the tag.Useful for client when there are many shoppers queuing Display the landing page on another screen or laptop. But it can be quite a hassle because it’s a 2 step process & people have to search for their own photos (depends on how we do it) |
| 2 | Loopback feature | Is used to check the accuracy of gender recognition at a regular interval, like for every 100 shoppers, would check 30 of them. When accuracy is high, can switch the loopback feature off and stop asking questions. But when accuracy is low, can switch it on to collect data to minimize the presence of wrong data and improve accuracy. Thus the system would be self-healing.Asking shopper “I think you’re male/female. Is that true?” is too direct and does not go with the flow. Should have something subtler like having shopper to choose either a blue door or pink door. We have decided to get shopper to choose their preferred hat – either cowboy hat or beach hat with flowers in scene 2 and the hat will be placed on their head during photo taking. |
| 3 | Saving learning state | Not so important since it takes a few minutes only and only occurs when starting up the applicationCan postpone it till after UT2 |
| 3 | Project Management | By right, iteration should end before UT so that the UT can test the features that have been done and to ensure internal testing is done and that development is not rushed. We are considering to postpone UT2 to 5 Nov, Mon but would need to consult Zhennan & Ethan first. 3 viewsGender recognition (IS480’s view): DoneShopper experience: (user’s view) Creative part, robustness* Deployment: (CMA’s view) To be completed after UT2

Schedule: Now till UT2: Focus on user experience. Ensure that all areas are covered so that feedback for UT2 would be useful to client and not be pointing out stuff that we didn’t do but was supposed to do for UT2 because there is no chance of having UT3 if we miss out anything.After UT2: AMS. Tidy up codes. Log down instructions to teach CMA how to use AlterSense.  |
| 4 | Client’s requirements | Robustness: When there’s 2 or more people, ask them to move away* Unguided: Application able to work when we are not around
* Accuracy of gender recognition: Important to give males male-related promotions and females female-related ones. If unsure, give neutral ones.
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| 5 | Handling of 2 or more people | Asking the rest to move away is very anti-social when our application is supposed to be social. May deter shoppers from using our application.Could ask them to move apart instead of moving away to ensure that their skeletal joints are not overlapping and just track only 1 skeleton that is either the first one, the one nearest to the Kinect or the most active one. We decided that we would not ask the rest to move away. We would just take photo of everyone present and show neutral promotion or promotions that are for a group (e.g. 1-for-1 buffet deals or family package vouchers). Hence no need to do gender recognition and don’t need to ask them to move apart |
| 6 | Error control | Never let a shopper experience failure. Never force people to conform to our requirements, but have a broad range that can cater to all kinds of situations. Must take care of situations where shopper decides to leave halfway, his arm is out of the sensor’s view range, or he is standing too close & his legs are cut off. When shopper is standing too far, Kinect will not be able to detect him, hence no need to take care of this situation. For situation where someone tries to walk in when someone else is taking a photo, we will mark a boundary beforehand. |
| 7 | UT2 | 2 Nov, around 12pm to 10pm Aim: 100 testers - 50 females & 50 males* Throughput time: Around 1.5 min for each person to go through the whole flow
* Flow: Ask people to come and use. Let them use AlterSense themselves. Ask them fill up survey form.
* Will observe the testers to see if they are stuck or have difficulties understanding what they are supposed to do. Will also take down how long they take to scan the tag and raise their hands
* Demographics: gender, age group, working people/students
* Results: Link survey form and what we observe. Try to find a pattern between demographics and results.
	+ What segment works best & worst for what kind of people?
	+ How many people finish the whole flow? How many dropped out? How man got to what stage?
	+ Figure out where you’re losing people e.g. maybe many older people may not finish the whole flows
* Survey form: Ask questions like Was it fun? What can we do to make it more fun?
* For people who don’t want to do the test, ask for a reason. Is it because they don’t like to display their picture in public?
* Generate a list of things to improve on. Separate them between those that we’ll do and those that we’ll suggest to CMA to do.
* Don’t need to do Wizard of Ox test.
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| 8 | Testers don’t have Microsoft Tag app | Ask people to download the app before going through the flow. If they refuse, we let them use our phone. |
| 9 | Finals | Explain why we choose Neural Network over other algorithms like Linear Regression.Explain the structure of networkDon’t put too much focus on neural network.Simplify the story. Achieve a perfect balance between appearing complex without losing the audience with too many details.How much is retrieved from API? How much is coded ourselves?Walk people through the flow of scenario at the start of the presentationHow many do we use to train and how many for testing? |
| 10 | Supervisor meeting next week (if needed) | Meet next week only if there are bugs/problems and you need someone to advise and help you make a decision. If it’s just to update him about our progress, don’t need to meet him. |
| 11 | Meeting with sponsor | Advisable to meet sponsor before UT2 to ensure what we have done is in line with their objectives |
| 12 | Things to do by UT2 | Error control* When shopper decides to leave halfway (can happen at any scene)
* When shopper’s arm is out of the sensor’s view range
* When shopper is standing too close & his legs are cut off

Guidance for user:* Instruction to stand still when the video at the start loads (scene 0)
* Instruction to take out phone while photo loads
* Instruction to scan the Microsoft Tag & arrow pointing at Microsoft Tag (scene 4)

Microsoft Tag for scanning:2 options:Separate tag from the photo. Have the latest 5 tags at the right side of the screen with the latest one being bigger than the rest Display the landing page on another screen or laptopLoopback feature:* Get shopper to choose their preferred hat – either cowboy hat or beach hat with flowers in scene 2 and the hat will be placed on their head during photo taking.

Handling of 2 or more people:Don’t ask anyone to move away. Just take photo of everyone present, no need to do gender recognition, show neutral promotion or group promotion. Bugs to solve:* System won’t go back to scene 0 after finishing scene 4
* System crashes when passerbys walk into the scene where there’s already a person interacting with AlterSense

Test cases & survey form:* Make the test cases more comprehensive. State what to observe.
* Improve on survey form. Ask more questions.

Things to request from Zhennan:* Promotions/gender-related content
* Dongle for Internet connection
* 1 table & 8 chairs at Plaza Sing (5 for us, 3 for testers to sit down & complete survey form)
* Possible change of date of UT2?

Plaza Sing recce:* Recce the place when it’s ready
* Plan the set-up & logistics
	+ Plan how to move the projector screen to Plaza Sing
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