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| **Date:** | 13/09/2016 |  |
| **Time:** | 4pm |  |
| **Venue:** | Prof David Lo Office |  |
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| **Attendees:** | Tan Kun Sheng  Li YingNan  Chia Hui Min  Ong Ming Hao  Wee Chong Wei  Prof David Lo |  |
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| **Agenda:** | 1. Demo and update prof changes made for student and admin module. 2. Live Deployment 3. Feedback from Prof David |  |

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| --- | --- | --- | --- |
|  | Task | Done by | Due Date |
| 1 | Live deployment | Michael | 10 Sep 2016 |

**Done during meeting:**

1. Need to focus on user experience and improve our UAT.
2. Completed following functions
   1. Blue scheduling
   2. Wiki export
   3. Edit team details.
   4. Page Notifications
3. User testing will be done this week for student modules
4. Admin module user testing next week.
5. We can start thinking about how we can increase our technical complexity because right now our functions are only entering data in forms and fetching data.
6. But we can start thinking about UAT, how we conduct good UAT and analyze our UAT results well.
7. UAT should have more than 10 testers and around 20 testers. It should not be less than 10 testers.
8. Seniors for UAT are better.
9. Highlight those that are good /positive things.

The meeting was adjourned at 4:30pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Chia Hui Min