

Supervisor Meeting

Meeting Minute Number	02
Date	04/08/2014
Time	19:50 – 20:25
Venue	SMU SIS Level 5 [Prof Gan's Office]
Attendees	Ken, Pei Qin, Thandar, Sithu, Kawi
Absentees	-
Agenda Topics:	<ol style="list-style-type: none"> 1. Present demo to our supervisor 2. Inform our supervisor on 1st User Testing 3. Schedule next meeting with our supervisor

S/N	Action items	Person Responsible	Deadline
1.	<p><u>Present demo to our supervisor</u></p> <p>Overview:</p> <p>View Program Page Currently, we extract the programs through their website. They do not provide us the data.</p> <p>Account Type - Administrator He manages the user account and is able to create an administrator account. On top of that, he is able to add in new fields and uses the drag and drop functionality when creating new programs - more intuitive.</p> <p><u>Feedback from our Supervisor</u></p> <p>Update Profile Page Include more fields such as contact number</p> <p>My Application Page Unable to tell what the symbol represents. Consider having hover text over it.</p>		

	<p>Create Program Page Program Cost - Should have auto commas Image - Have the functionality to upload images</p> <p>Overall: The current functionalities are still basic. Our website does not have an identity. User would not be clear on what content the particular page is about. It would be good to have a profile photo for each user. It is required to fix all necessary issues before User Testing (eg. Images Problem)</p> <p>Our current development is acceptable for the Acceptance Presentation. However, in order to score well there is a need to put in more effort on the deployment side.</p>		
2.	<p><u>Inform our supervisor on 1st User Testing (5th August 2014)</u></p> <p><u>Supervisor's Recommendations</u> User Testing should be conducted under deployed version. Before Testing, we should explain to users the purpose of this activity. Guidelines should be prepared beforehand for the users to follow. (Based on Role-Based) Users should have the ability to test our programs should they be absent on the User Testing Day. At the end of it, it is important to gather feedback from every user.</p>		
3.	<p><u>Schedule next meeting with our supervisor</u></p> <p>Date: TBC Time: TBC</p>		

Summary of task list

S/N	Task Name	Person Responsible	Deadline
1.	Break the technical diagram into modules	Kawi	<i>By next meeting, TBC</i>
2.	Schedule the next meeting with Prof Gan via email	Thandar	
3.	Collect feedback from users during User Testing	Pei Qin, Thandar	<i>5th Aug 2014</i>

Prepared by:

Chua Pei Qin

Observers:

Thandar, Kawi