



MAPSMOO

INTERNAL MEETING MINUTES

Date of Meeting (DD/MM/YYYY):	19/03/2020
Time (24hrs):	1100hrs
Location:	SMU LKS Library Project Room 2.4
Attendees:	All (except Ted (Excused-Sick))

Meeting Agenda

1. UAT review
2. Matrices validation (qns and process, overall aim, roles)
3. Video for product
4. Final presentation preparation
5. Next steps

Notes, Decisions and Issues

Topic/Summary of Discussions

UAT Review

- Why Subzone?
 - o For policy planning
 - o Data Availability
- Round-up Scores
- Make the menu bar more visible
- Highlight final car-lite score of the subzone
- Show legends of map layers

Matrices Validation

- Prepare Subzone Matrices score
- Analysis & Visualisation
 - o Characteristics of top 10 & bottom 10
- Prepare Documents
 - o Vouchers
 - o Print Voucher sign-over document
 - o Document for recording
 - Observer Documents
 - Questions to ask