



# MAPSMOO

## INTERNAL MEETING MINUTES

|                                      |                               |
|--------------------------------------|-------------------------------|
| <b>Date of Meeting (DD/MM/YYYY):</b> | 04/02/2020                    |
| <b>Time (24hrs):</b>                 | 15:30                         |
| <b>Location:</b>                     | SMU Connexion Meeting Pod 4-7 |
| <b>Attendees:</b>                    | All (except Ted)              |

### Meeting Agenda

1. Design survey to be disseminated (validate matrices)

### Notes, Decisions and Issues

| Topic/Summary of Discussions  | Members Involved |
|---|------------------|
| <p><b>Survey design</b></p> <ul style="list-style-type: none"><li>• Demographic breakdown to include filtering responses according to driver/non-drivers, age, main mode of transport</li><li>• Drivers will be defined as people who drive more than 4 times a week</li><li>• To include ranking option for both top-level matrices and sub-components in the survey. This will enable the team to validate that matrices are appropriately weighted according to the general importance placed on these variables by the public.</li></ul> <p><b>Survey dissemination</b></p> <ul style="list-style-type: none"><li>• Targeting to obtain 50 responses each from both drivers and non-drivers</li></ul> | All              |

### Action Items

| Action   | Members Involved | Due Date (DD/MM/YYYY) |
|--|------------------|-----------------------|
| Team to obtain all survey responses by next Monday | All              | 10/02/2020            |

**Next Meeting**

|                           |  |              |              |                  |                  |
|---------------------------|--|--------------|--------------|------------------|------------------|
| <b>Date (DD/MM/YYYY):</b> | <b>06/02/2020</b>  | <b>Time:</b> | <b>11:00</b> | <b>Location:</b> | <b>Connexion</b> |
| <b>Objective</b>          | <ol style="list-style-type: none"><li>1. Confirm sub-measurements for matrices</li><li>2. Discuss software architecture and next steps</li></ol> |              |              |                  |                  |