



# MAPSMOO

## <INTERNAL/EXTERNAL/SUPERVISOR> MEETING MINUTES

<b>Date of Meeting (DD/MM/YYYY):</b>	05/03/2020
<b>Time (24hrs):</b>	1300
<b>Location:</b>	Prof's Office
<b>Attendees:</b>	All

### Meeting Agenda

1. Update on current progress (UAT refinements)
2. Validation of matrices

### Notes, Decisions and Issues

Topic/Summary of Discussions	Members Involved
<p><b>Validation of matrices</b></p> <ul style="list-style-type: none"><li>- Performing interview at different times of day</li><li>- 2 parts: observational study (count number of cars and public transport on road, and compare), and face-to-face interview</li><li>- Utilisation of facilities</li><li>- Voucher incentives (buy first, get receipt then claim) -- people to sign</li><li>- To conduct validation within next 2 – 3 weeks</li><li>- Suggestions to get respondents:<ul style="list-style-type: none"><li>o ActiveSG gyms or pools</li><li>o Community centre</li></ul></li></ul> <p><b>*To get endorsement from big bosses (+take picture)</b></p> <p><b>Final presentation</b></p> <ul style="list-style-type: none"><li>- Similar to midterms, but with more focus on things done post-midterms</li><li>- Validation of scores internally (through observation and interview) and by URA</li><li>- UAT #2 and #3</li><li>- See improved UI</li><li>- Final report (template tbc)</li></ul>	All

<b>Action Items</b>		
<b>Action</b>	<b>Members Involved</b>	<b>Due Date (DD/MM/YYYY)</b>
Continue working on UAT refinements and mid-term feedback	All	20/03/2020
Validation of matrices	All	27/03/2020

<b>Next Meeting</b>					
<b>Date (DD/MM/YYYY):</b>	<b>19/03/2020</b>	<b>Time:</b>	<b>1300</b>	<b>Location:</b>	<b>Prof Office</b>
<b>Objective</b>	Update on UAT2 results and field survey				