



MAPSMOO

INTERNAL MEETING MINUTES

Date of Meeting (DD/MM/YYYY):	12/03/2020
Time (24hrs):	1100hrs
Location:	SMU LKS Library Project Room 5.1
Attendees:	All

Meeting Agenda

1. Update on outstanding tasks
2. Run through of internal testing results
3. Planning for validation
4. Planning for UAT 2

Notes, Decisions and Issues

Topic/Summary of Discussions

Run of internal testing results

- **Menu bar**
 - Show current selection
 - Disable rest of page
 - Click menu to close
 - Colour
 - Menu can be selected
 - Menu button can be clicked during tutorial
- **Tutorial button**
 - Put on compare page, adjust matrices
 - Explain menu bar
- **Processing time:**
 - Explore loading screen
- **Layer control:**
 - Expand all
 - Rename "carpark" to HDB carpark
 - Bus services
 - Adjust thickness for road crossing, humps, regulating strips
- **Matrices box:**
 - Colour to highlight overall car-lite score (red, yellow, green)
- Consider downloading function to download csv report to get scores for updated matrices
- **Compare page:**

- Scroll bar
- **Matrices page**
 - Prevent closing on click

Planning for UAT 2

- **Explanation**
 - Provide description of all matrices
 - Provide description of our calculation
- **Validation approach**
 - How? ← observation and survey
 - Why? ← to verify matrices
 - Where? ← the reason for choosing the location must be provided
 - When (timing)? ← the reason for choosing the location
 - Duration
 - Target audience? ← everything must provide a reason / how many we aiming?
 - What type of question are we asking? What is the objective of each question?
 - What insights will we get out of the survey
 - What observation we planning to observe? what is the objective?
 - Remember to take photo/video
- **Scenario Based Testing**
 - For UI/UX
 - For compare functionality
 - For validation of scores

Planning for validation

- **When**
 - Week 11 – 12
- **Vouchers**
 - By Week 11
- **Claims forms + form for participants to sign**
- **Prepare Materials**
 - Online form to record?
 - Questions

Action Items		
Action	Members Involved	Due Date (DD/MM/YYYY)
UAT Test Script	Ted	Before Next Meeting
Updates based on internal testing	Xiao Rong & Rajiv	Before Next Meeting