## Week 1

seat distributed on the spot

draft out a project plan from week 1 to 12

every week need to put out design thinking

issue pattern: left to right, front to bottom

next week:

- the project plan for week 1 to 6

- what we want to present in week 6 (30% function if possible)

- need to interview user in design thinking (schedule with Ms Tan when we are ready)

- think of questions to ask (planner, student issuing, student inside, handling conflict)

- look through design thinking phrases. (need to present)

- say what u know and don’t know

- different cases to consider: elderly, toddler, pair or more people must seat together, handle seat arrangement changes and location

week 4 and 5: Prototype that is not functional

week 5: do some function coding if possible

week 6: complete a prototype (2 levels, 1st layer: GUI and layout or 2nd layer: basic working functions)

week 7 to 12: functional system and development

## Week 2

-For interview questions ask the interviewees to guide you through their processes and other difficulties

Remember during the interview ask for permission to record the interview

-Ask interviewees about their choice of platform for the system

-For the project plan use Gantt chart and put milestones every design phase also needs an output like knows and don't knows/empathy maps

-Be clear on the deliveries of each week

-Need to do technical feasibility test(test ability to send SMS to the user's phone/able to use an excel sheet or database to get data/

-Ms Kareen interview will be diff as she does not handle graduation

Next Week

-Report on the interview and summarize

## Week 3

Week 3 Minutes

- define your intent part

- more define and exact

- what empathy tools to use

- task assigning

- ask Ms Karen did she print out movie tickets

- does the ticket have seat numbers

- track tickets/attendance

- what other reports does she need to generate

- time-consuming to choose seats

- having a waiting list row to let extra guests go in first but seats are not as good

- check the attendance rate and see if we can let them in

- planning part

- which part to block off and which section is dedicated to who

- dynamic for a different venue

- size of the venue

- we know this system is not only used for graduation

- Ms Kareen Koh

- Seat allocation to choose (ask her)

- special allocation

- special needs

- have to override

- Alex should have constraints

- the map is given, what role cannot seat and stuff

What to add (design thinking)

- phase 1

- empathy map (persona in middle and different section, how persona feel and think)

- journey map (process)

- phase 2

- add an after interview, redefine intent

- phase 3

- after the interview, come out with a solution

- expand all the problem and solution (apply mindmap)

- use post-it, 1 point for 1 post it and consolidate all problems and solution

- group by similarities

- function crucial to solving (prioritise)

- list down the functions of the system

## Week 4

Week 4

• Add more details to the empathy map

• Individual empathy and journey map for each persona so 1 for issuing and 1 for planner

• Ask Jun Jie if he can get another person that did ushering for interview

• Be more specific for the empathy map

• Think and feel should be more of what they feel and not the solution

• Planner side last minute may have changes to seating plan (eg some rows might need to be blocked out which leads to having to manually remove tickets)

• Need to separate the post-its to help with ideation later

• Need more details

• Journey map needs legend to identify whether pros or cons

• Rate the pros and cons based on the severity

• Can add more pros to journey map

• Ushers may have problems with seating as last-minute changes might not be disseminated fast enough leading to confusion (usher may be shown a ticket number that has been blocked off)

• Define your intent needs to be phrased better by having a goal your user would want to achieve

• Eg. As a planner, I would like to be able to plan the seating arrangement accurately with mo mistake and use the least amount of manpower and be able to take care of all constraints with no error

• Eg. Be able to take attendance automatically

• Define your intent rephrase into statements instead of point form

• Different Intent for the different users (planner, usher, guest)

• Ideate is more of brainstorming various ideas than finding one idea immediately

• 50 ideas that can solve the problems

• Mindmap need to add how it improves on efficiency and user experience

• E-ticket need to branch out for mindmap

• Add in tags for each branch to show what it is for eg.User Experience, Efficiency

• Mindmap must include more ideas

• Need Creative Matrix

• Compile the output from each week in different phases into a ppt or something that can be presented

• First page of weekly meetings should include the phases and which phase we are in

• Prototyping can be started to show a brief draft of the forms to be made

• Compile phase 1, 2 and 3 with all the amendments done with the design phase overview and what phase it is on.

## Week 5

Week 5 Minutes

- introduce who the personas are for empathy map (can include name and photo or put the planner)

- give background and the problem that need to be solved

- compare pros and cons level between stages

- the lower they are the more unhappy/less important it is (relative to the entire map)

- before going to the next phase

- do a highlight of a current phase

- setup a hexagon by ourselves and not use the slides

- how might we

- to make it less tedious and automate (paper)

- put outcome

- cover end statement

- how to improve user experience and stuff

- touch on the planning/helper and guest process

- expand more

- put header for each role (planner, helper, guest)

- interview snips

- add in roles

- put the summary slides first then interview snips

- 50 Ideas

- colour-coded it by relevance and other stuff

- put a legend for the colour code

- remove reservation in the creative matrix

- change the reservation stuff in the front, more of user seating plans and not "not allowed"

- the prototype is meant for who

- put a sample seating plan to put into the seating plan prototype

- draw a site map and show what to display for each role (Planner, Issuing, Usher, Guest)

- Seat assigned page (show the seat numbers)

- First screen (put in the max number of people: 5, but officially 2)

- 2 seats will be officially seated, remaining will be subject of availability

- change input amount to input number

- explain phone number to be for message confirmation

Week 6 Presentation Slides

- background of the project, timeline, demo (all the phase), what happens to week 7 to week 12

dry run on Tuesday 7th July, 3 pm

## Week 6

Week 6 minutes

- prototype add-in main screen

- list the functions available to users

- system map for the prototyped system

- do a high-level system diagram for the prototype

- Add a slide for sample ideas for elaboration

- project background can briefly mention ms Kareen Koh

- must mention design thinking for the project proposal

- add in a slide to explain what is design thinking

- add in a conclusion slide - how design thinking can help us in our project

- how our project was before and after design thinking

- how design thinking helped us with the project

- Q&A slide

- Challenges slide for the past 6 weeks

- Solutions that solved the challenges

- Show that the design thinking process has been done multiple times and multiple changes have been done

## Week 7

Week 7 Minutes

Comments from presentation

-The presentation should be targeted more to Ms Loh

-Annotation in the presentation to get attention

Documentation

-project overview to include the current situation and problems of it

- add in design thinking phases into aes

- add in the system diagram

- use case diagram instead of description

- add in database design

- add in the project plan

- add in challenges and reflection from PowerPoint into documentation

Weekly Minutes

- Prototype can add in create update or delete buttons for seating

- Ideas for ushers during the event

- Idea for filtering the seats

- Idea for filtering/sorting for Student Dashboard

- Only the Planner needs CRUD

- Administrator role for user diagram

- Seat allocation can change the name to Define Constraint

- Creation of accounts will be done by the planner and not admin

- Using preset algorithms to define the rules of distributing tickets OR

- Allow Planner to define rules to distribute tickets

- Add in a progress bar for planner

- Ability to override algorithm for handicapped persons (e.g hardblock or softblock or priority seats)

## Week 8

Week 8 minutes

- Row Blocking function - Randy

- Seat allocation/Guest SMS function - Dylan

- Change all text alignments to align left, don't centralise(except for text in the button

- Progress bar emphasis should be on the details, not the Step 1, Step 2

- indicate role at the top blue bar - eg.Student/Planner/Guest

- confirm button for guest input can move to the bottom

- Elderly/Handicap change to Wheelchair-bound and Special needs

- At least 3 functions by week 12

- Guest SMS function

- Seat Allocation

- Seat Blocking

## Week 9

**No Minutes Found**

## Week 10

-Start on Algorithm

Reads database to see which seats are blocked and reserved and it will automatically reserve seats using the blocks

-Input lines align to the left text box align with each other

instructions move to behind the text box

-Input page change the chkbox to data, read from database then able to choose special needs if needed using radio button can reserve from rows

pre-set from database

-If no special needs algorithm chooses seat based on pre-set style

-create the map where user can override and create a new row and columns

## Week 11

- Presentation can cut down slides to give more time for the demo

cut down design thinking slides, 1-2 slides each phase

allocate more time on prototype and demo

talk more about the technical difficulty and stuff

- Design Thinking parts can be shortened limit to 5 minutes

- Prototype can take 5 minutes to explain

- Last 5 minutes used for demonstration

- Room for improvements at the end of the slide

rooms to improve

responsive map and customizable map

seat reservation (cancel out the seat already reserved)

wasn't any user test

- Technical Challenges

- be able to retrieve restrictions from randy's table then display

- Be able to assign seats based on number of guests(can be put under improvements under logic)

- Back button for Warning page

- Seat plan can include reason(free text) or drop-down list - normal block, handicap, spec needs

- Input need put in checkbox - handicap or special needs

if a user checks any of the boxes, database retrieves and displays any rows that fall under that category

## Week 12

-Validation can key in admin number to make sure they are actually guests of the graduand

-Input can retrieve from sim system to get graduands number then they can send to their parent or retrieving their parent’s number to send to them

-Moving the Allocating Seating Plan to the front page