

**Team éXi**

Meeting Minutes

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| Subject | Supervisor Meeting Minutes 02 |
| Date | 6 August 2018 |
| Time | 16:00 – 17:00 |
| Venue | SIS Room 4056 |

Attendees

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| Name | Attendance |
| Moh Moh San | Absent |
| Riana | Absent |
| Tang Hui Xin | Present |
| Thet Thet Yee | Present |
| Loo Wei Hua Shawn | Present |
| Zang Yu | Present |
| Prof Koh Lian Chee | Present |

Meeting Agenda

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| Agenda |
| 1. Revisiting Risk Table   Summary of Discussion   * The team presented the edited Risk Table to the supervisor * Mrs Lian Chee commented that the Risk Table mainly consists of Client Management Risks and suggested for us to include other aspects of risks as well |
| 1. Revisiting As-Is and To-Be Diagrams   Summary of Discussion   * The team presented the edited diagrams to the supervisor * Mrs Lian Chee commented that we have to make sure that the diagrams are a true depiction of the processes in the Centre |
| 1. Dropping of Mobile Application   Summary of Discussion   * Informed Mrs Lian Chee regarding the decision made by the client to drop the development of the mobile application due to concerns of maintenance after project ended * Mrs Lian Chee suggested a web responsive layout for the Web Portal |
| 1. User Testing   Summary of Discussion   * Presented the Test Plan and results to Mrs Lian Chee * Commented that certain questions from the Test could be a little leading due to the usage of feeling words and we should refrain from that * Commented that rather than asking for feedback in general, would be better if we asked for a fixed number of feedbacks instead * Prepare a list of changes to be implemented based on client feedbacks * Commented that we should quantify the results such as the average grading * Lacking reflection of testing |
| 1. UI Design   Summary of Discussion   * Presented to Mrs Lian Chee the latest version of the Web Portal * Suggested for shortcuts to navigate back to other screens * Commented that in general the UI is consistent but there are some pages (Edit, Create) which are not as aligned. |
| 1. Acceptance Guidelines   Summary of Discussion   * Mrs Lian Chee provided us with certain suggestions in which we could carry out the Acceptance Presentation such as showing of email sent and role playing for demonstration |

Action Items

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| Action | Member Responsible | Due Date |
| Risk Table | Tang Hui Xin | 10 August 2018 |
| UI Modification | Moh Moh San | 16 August 2018 |

The meeting was adjourned at 5:00 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared By,

Loo Wei Hua Shawn

Vetted and Edited By,

Thet Thet Yee