

Meeting Minutes					
<b>Topic</b>	Review of progress and re-evaluate future plan				
<b>Attendees</b>	Adrian, Jemin, Chenwu, Ga Sheng and Stanley (order of arrival)				
<b>Location</b>	General Purpose South (78-217)			<b>Written by</b>	ALL
<b>Date</b>	01/10/17	<b>Start</b>	10:00	<b>End</b>	13:00
Discussion					
<p>1. Issues</p> <p>A. Development</p> <p>a. Digital Prototype(final product)</p> <ul style="list-style-type: none"> <li>Can we use prototyping tools for the final product?</li> </ul> <p>B. Documentation</p> <p>a. Promotional Material</p> <ul style="list-style-type: none"> <li>kickstarter style video, website to house the prototype and promotional material, and brochures/information sheets about the idea</li> <li>Do we have to create all of them? Or can we choose some of them as promotional materials?</li> </ul> <p>C. Common</p> <p>a. New team formation</p> <ul style="list-style-type: none"> <li>Development <ul style="list-style-type: none"> <li>Ga Sheng (Leader), Chenwu, Stanley</li> <li>Cover all about development (from design to test)</li> <li>Deliverables <ul style="list-style-type: none"> <li>Digital prototype</li> <li>Website to house the prototype and promotional material</li> </ul> </li> </ul> </li> <li>Documentation <ul style="list-style-type: none"> <li>Jemin (Leader), Adrian</li> <li>Cover whole document during the project</li> <li>Ask development team to write documents such as design output</li> <li>Deliverables <ul style="list-style-type: none"> <li>Progress documents for each stand-up session</li> <li>Conference poster, Kickstarter style video and Brochure</li> </ul> </li> </ul> </li> </ul> <p>b. New meeting plan</p> <ul style="list-style-type: none"> <li>Wednesday on workshop session <ul style="list-style-type: none"> <li>Time: 16:00 ~ 18:00</li> <li>Place: Advanced Engineering Building (49-316)</li> <li>Date: 04/10, 11/10, 18/10</li> </ul> </li> <li>Sunday <ul style="list-style-type: none"> <li>Time: 14:00 ~ 17:00</li> <li>Place: General Purpose South (78-217)</li> <li>Date: 01/10, 08/10, 15/10, 22/10</li> </ul> </li> </ul>					

## 2. Future Plan

### A. Development

Timeline	Activities
Development for low-fidelity prototypes. (Paper prototypes) (Week 8 to Week 10)	Development of paper prototypes. (UI Layout)
	Testing Approach design/User testing.
	Summary and results of user testing.
	Discuss any issues/changes and assign work for the next phase.
Development for interactive prototype. (Electronic prototypes) (Week 10 to Week 12)	Development of interactive prototype. (Interaction flow/codes for key parts of idea)
	Testing Approach design/User testing.
	Summary and results of user testing.
	Discuss any issues/changes and assign work for the next phase.
Final prototype (Week 13)	Demonstration.
	Upload URL of Github repository.

### B. Documentation

NO.	ACTIVITY	CATEGORY	START	FINISH
1	Progress Document	Stand-up	-	03 OCT 17
2	Research	Iteration	-	04 OCT17
3	Requirements	Iteration	05 OCT 17	08 OCT17
4	Progress Document	Stand-up	05 OCT 17	17 OCT 17
5	Design	Iteration	07 OCT 17	11 OCT17
6	Conference Poster	Showcase	16 OCT17	22 OCT17
7	Promotional Materials (Video and Brochure/Information sheet)	Showcase	16 OCT17	22 OCT17