

Meeting Minutes					
Topic	Review of progress and re-evaluate future plan				
Attendees	Jemin, Adrian (order of arrival)				
Location	General Purpose South (78-217)			Written by	Jemin & Adrian
Date	08/10/17	Start	14:00	End	15:00
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? <ul style="list-style-type: none"> <li>Team can choose some of them</li> </ul> </li> </ul> <p>b. Update previous documents which didn't upload to Github</p> <ul style="list-style-type: none"> <li>Supporting documents for design process &amp; development</li> <li>Week 8 Stand-up</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> <p>c. Attending the meeting</p> <ul style="list-style-type: none"> <li>Please let members know in advance, if you're not able to attend the meeting.</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	<del>Progress Document</del>	<del>Stand-up</del>	-	<del>03 OCT 17</del>
2	<del>Research</del>	<del>Iteration</del>	-	<del>04 OCT 17</del>
3	<del>Requirements</del>	<del>Iteration</del>	<del>05 OCT 17</del>	<del>05 OCT 17</del>
4	Progress Document	Stand-up	05 OCT 17	17 OCT 17
5	Design	Iteration	06 OCT 17	11 OCT 17
6	Conference Poster	Showcase	16 OCT 17	22 OCT 17
7	Promotional Materials (Video and Brochure/Information sheet)	Showcase	16 OCT 17	22 OCT 17

### 3. Feedback

#### A. Development

#### B. Documentation

##### a. Questionnaire

- Focus on target audiences (1.2)
- Use clear terminologies/worlds and annotate questions when writing (1.5)
- Make sure all the question in your questionnaires need to be useful for getting feedback and use to improve your product (2.2)
- Change the way to ask question, ask about the functionality on our product, not just the page (3.1)
- Not a good question for questionnaires (3.3)
- This way for asking question will not get any useful feedback, too similar to a yes or no question (4.3)