

| Meeting Minutes  |  |       |            |                |       |
|--|--|-------|------------|----------------|-------|
| Topic  | Feedback on week 10 stand-up and update future plan            |       |            |                |       |
| Attendees  | Jemin, Chenwu, Adrian, Stanley and Ga Sheng (order of arrival) |       |            |                |       |
| Location   | Advanced Engineering Building (49-316)                         |       | Written by | Jemin & Adrian |       |
| Date   | 04/10/17   | Start | 16:00      | End            | 18:00 |
| 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> <li>Team can choose some of them</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.<br>(Paper prototypes)<br>(Week 8 to Week 10)     | Development of paper prototypes.<br>(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.<br>(Electronic prototypes)<br>(Week 10 to Week 12) | Development of interactive prototype.<br>(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<br>(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   | Requirements  | Iteration            | 05 OCT 17 | 08 OCT 17            |
| 4   | Progress Document   | Stand-up             | 05 OCT 17 | 17 OCT 17            |
| 5   | Design  | Iteration            | 07 OCT 17 | 11 OCT 17            |
| 6   | Conference Poster   | Showcase             | 16 OCT 17 | 22 OCT 17            |
| 7   | Promotional Materials<br>(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)