

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"> Can we use prototyping tools for the final product? <p>B. Documentation</p> <p>a. Promotional Material</p> <ul style="list-style-type: none"> kickstarter style video, website to house the prototype and promotional material, and brochures/information sheets about the idea Do we have to create all of them? Or can we choose some of them as promotional materials? <ul style="list-style-type: none"> Team can choose some of them <p>b. Update previous documents which didn't upload to Github</p> <ul style="list-style-type: none"> Supporting documents for design process & development Week 8 Stand-up <p>c. Update the project schedule in README.md</p> <p>C. Common</p> <p>a. New team formation</p> <ul style="list-style-type: none"> Development <ul style="list-style-type: none"> Ga Sheng (Leader), Chenwu, Stanley Cover all about development (from design to test) Deliverables <ul style="list-style-type: none"> Digital prototype Website to house the prototype and promotional material Documentation <ul style="list-style-type: none"> Jemin (Leader), Adrian Cover whole document during the project Ask development team to write documents such as design output Deliverables <ul style="list-style-type: none"> Progress documents for each stand-up session Conference poster, Kickstarter style video and Brochure <p>b. New meeting plan</p> <ul style="list-style-type: none"> Wednesday on workshop session <ul style="list-style-type: none"> Time: 16:00 ~ 18:00 Place: Advanced Engineering Building (49-316) Date: 04/10, 11/10, 18/10 Sunday <ul style="list-style-type: none"> Time: 14:00 ~ 17:00 Place: General Purpose South (78-217) Date: 01/10, 08/10, 15/10, 22/10 					

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 OCT 17
3	Requirements	Iteration	05 OCT 17	05 OCT 17
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)