INTERNAL MEETING 12

Date	22 October 2014
Time	3:00 pm – 4:30pm
Venue	SOE GSR 4.4
Attendees	Gladys Khong Zhi Xuan Jocelyn Ng Khoo Hui Ping (Grace) Ngow Wei Yi Tan Shi Qi
Absentees	Nil
Agenda	1. Acceptance Slides 2. User Testing

AGENDA

No.	Task	Follow up

1	**Acceptance Slides**
	Team's acceptance on 4 November 2014, 9am
	
	• Introduction
	   o Team
	   o Stakeholders of project
	   o Brief intro of client
	• Project overview
	   o As-Is process
	   o Problem
	   o Market research
	   o To-Be
	   o X-factor
	• Roles and Responsibilities
	• Project management
	   o Scope
	   o Schedule
	   o Metrics
	   o Risks
	• Prototype
	• Demo
	• Technologies
	• User Testing
	• Learning outcome
		Gladys and Jocelyn to be in charge of doing the slides.

2	**User Testing** User testing will be held on 29 October 2014. • Purpose: The main focus of the user testing is to test the usability of the system. • Functions to be tested: Patient Management (Partial), User Management and Scenario Management (Partial)	Gladys to come up with the user testing documents

The meeting was adjourned at 4:30 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Jocelyn

Vetted by,

Shi Qi